



SECTION 1 – GENERAL INFORMATION

MEMORANDUM.....	1.2
CITY OF ROCKVILLE CAMPAIGN POLICY	1.4
CANDIDATE BIOGRAPHICAL INFORMATION FORM.....	1.9
VOTER DATABASE REQUEST FORM.....	1.10
CITY OF ROCKVILLE 2023 ELECTION CALENDAR (ENGLISH):	1.11
CITY OF ROCKVILLE 2023 ELECTION CALENDAR (SPANISH).....	1.13

MEMORANDUM

May 1, 2023

TO: Candidates/Interested Parties

FROM: Members of the Board of Supervisors of Elections: Chairperson Robert Kurnick, Stephen Fisher, Joe Williams, Linda Silversmith, and Stephen Weiner

SUBJECT: Important Information Regarding City of Rockville Election for 2023

The Board of Supervisors of Elections thanks you for your interest in the election process of the City of Rockville. This packet includes all of the materials, forms and critical information, including deadlines, that pertain to elections in the City. All forms and other documents filed with the City Clerk's Office will be placed in your candidate files and open to inspection by the public.

The right to vote and the ability to hold elected office are among our most cherished privileges as American citizens. In Rockville, those privileges are protected by the City Charter and Code and by the oversight provided by the citizens who comprise the Board of Supervisors of Elections. Within City government, the Office of the City Clerk and the Office of the City Attorney work with the Board to manage the election process.

Elections in Rockville are non-partisan. Candidacy is open to any person at least 18 years of age who meets the following qualifications for office:

1. A person must be a registered voter having resided in the City for at least one (1) year immediately preceding the election. Election day is November 7, 2023.
2. A person wishing to appear on the ballot as a candidate must be nominated via a petition meeting certain requirements and approved by the Board of Supervisors of Elections:
 - (a) The petition must be filed with the Board of Supervisors of Elections at least sixty (60) calendar days preceding the general election. The 2023 filing deadline is Friday, September 8.
 - (b) The petition must be signed by at least one hundred (100) registered voters who reside within the incorporated limits of the City of Rockville.

Charter, Article III Section 3 - Nominations

No person's name shall be placed on the ballot as a candidate for any elective public office in the government of the City of Rockville unless such person shall be nominated by petition in conformity with the requirements herein. A candidate shall be deemed to have been nominated by petition when such candidate, or the authorized agent of such candidate, files at least sixty (60) calendar days preceding the general or special election at which election is sought, with the Board of Supervisors of Elections, a certificate signed by at least one hundred (100) qualified voters containing the name of the candidate, a statement of the office to which election is sought, a statement that the signers request that the name of the candidate be placed on the ballot and any other additional information that shall be prescribed, from time to time, by the Board of Supervisors of Elections. Candidates for elective public office shall use the nominating petition form approved by the Board of Supervisors of Elections.

The Board of Supervisors of Elections takes very seriously its responsibility as the steward of the elections process and is proud of the part that it plays in the process. The Board believes that fair and open elections enhance the ability of citizens to participate in this most essential of civic activities.

The City Code sets out several specific requirements each candidate must meet. Details of these requirements are included in your packet. Each candidate must for example file timely, thorough, and accurate campaign finance reports. The Board will carefully monitor compliance with campaign finance reporting requirements.

The City Code is also very specific in defining prohibited campaign practices. The Board of Supervisors of Elections appreciates that any individual who is a candidate for office aspires to a high standard of ethical and fair behavior. Rockville is a small community where candidates are neighbors as well as fellow participants in an election.

Staff from various departments of the City may contact persons who file as official candidates to coordinate certain activities related to running for office in Rockville. For example, every candidate will be afforded an opportunity to submit information for *Rockville Reports* and the Rockville Channel (Cable Channel 11). Also, all candidates will be invited to participate in one or both Campaign Finance training sessions to be held on Thursday June 29 and September 9, 2023, from 7:00 – 9:00 p.m.

The City Manager's office will invite all candidates to attend a Candidate Orientation in cooperation with the respective departments to learn about the Council-Manager form of government and the role of the City Manager and the organization.

The Board of Supervisors of Elections and the Offices of the City Clerk and City Attorney look forward to working with you. Please call the City Clerk's Office at 240-314-8280 if you have any questions or concerns regarding the materials included in is packet or the election process.

CITY OF ROCKVILLE CAMPAIGN POLICY

Revised February 2019

Resolution No. 1-13

The purpose of this campaign policy is to delineate the ground rules that City employees, the Mayor and Council, and candidates for public office must follow. The City Manager, or the City Manager's designee, will enforce this policy which may be changed by resolution of the Mayor and Council. The City of Rockville holds non-partisan elections for the Mayor and Council offices.

City Resources

City facilities, with the exception of City Hall, may be rented for political events, including campaign events, under the same terms and conditions as may the general public, in accordance with the City's facility rental and park permit policies. Political activities, including campaigning, may be conducted at such rented or permitted facilities during the rental period.

Other City resources, including personnel, equipment, postage, City letterhead, or official stationery and funding, may not be used for promotion of or opposition to any candidate for political office, political party, or slate of candidates for any office on a local, state, or national level.

This policy does not preclude the use of City staff and equipment in connection with the rental of City facilities in the same manner as would be available to the general public in connection with the rental of City facilities. Nor does this policy preclude use of City staff or other resources in connection with preparing election and candidate information for Rockville Reports and Rockville 11 in the manner outlined in this policy. This policy would also permit a debate or candidate forum being televised on Rockville 11 in the manner outlined in this policy and allow the City to lobby at the county, state and national level.

The City of Rockville seal is copyrighted and may not be used on campaign materials.

Coverage of City of Rockville Incumbents Running for Office

Between August 1 and Election Day of each election year, incumbent members of the Mayor and Council running for office will not be featured or highlighted individually in any City communication including Rockville Reports articles and Rockville 11 programming. Regular news coverage of the Mayor and Council meetings and activities will continue from August 1 to Election Day.

Dissemination of City of Rockville Election Information

Rockville Reports, Rockville 11, www.rockvillemd.gov, and City social media (for example, Facebook and Twitter) will be used to disseminate general information about City of Rockville elections, such as the election date, how to register to vote, and how to vote by mail.

Dissemination of City of Rockville Candidate Information

Candidates for City of Rockville Mayor and Council elections are defined as persons who are certified to appear on the ballot.

City of Rockville Website – The Federal General Services Administration (GSA) grants a “.gov” domain designation for government websites. The following information is prohibited on “.gov” sites:

- Non-Governmental Advertisements
- Political or Campaign Information

Due to the GSA requirements for “.gov” domain sites, no candidate information will be posted to www.rockvillemd.gov.

Social Media – Social media will be used to disseminate only general election information and all candidate statements prepared for Rockville Reports and Rockville 11. The City’s social media, for example Facebook and Twitter, will not be used to promote individual candidates. The City’s Facebook page will not accept wall postings from August 1 to Election Day of each election year.

Candidate Statements - The City of Rockville will provide all Mayor and Council candidates the opportunity to submit one written and one video statement per candidate to be distributed by the City of Rockville in the following ways:

Rockville Reports - One statement and one photograph (of the candidate only) for each candidate will be published in the November issue of Rockville Reports. Statements must not exceed 250 words and will not be edited except for length. Those statements may include contact information, such as an e-mail address, web site, and/or phone number which will not count toward the 250 word limit. All candidates must meet the City's deadline for submission in order to have this information published. These Rockville Reports candidate statements will not be posted to the online version of Rockville Reports at www.rockvillemd.gov.

Rockville 11 (cable channel) - Each candidate will be offered the opportunity to tape a statement not to exceed four minutes. Rockville 11 staff will schedule these sessions for all candidates. All statements will be filmed by Rockville 11 staff using the same background and on-screen graphics. The candidate statements will air on Rockville 11

(channel 11 on RCN, Verizon and Comcast) and will be posted on the City's YouTube channel: City Of Rockville. Candidate statements will not be posted at www.rockvillemd.gov.

Dissemination of Candidate Information for Non-City of Rockville Elections

The City of Rockville will not disseminate in any form candidate information for any non-City of Rockville election.

Parades Sponsored by the City of Rockville

Individuals Permitted to Participate – Current elected officials may participate in parades sponsored by the City of Rockville, including other municipal, county, state, and federal elected officials.

Candidates for City of Rockville Mayor and Council offices may participate in parades if they are certified to appear on the ballot by the City's Board of Supervisors of Elections. For the Memorial Day parade, participants must be certified by May 15.

Individuals who are not elected officials and are candidates for non-City of Rockville elected office may not participate in parades sponsored by the City of Rockville.

Requirements for Parade Participants – Individuals permitted to participate in a City sponsored parade must complete a parade application and submit it to the Special Events Office. For the Memorial Day parade, an application must be submitted by May 15.

The designated parade route is defined as the street area between the curbs. Distribution of campaign materials at the parade by members of the parade unit and others must be confined to the areas outside the designated parade route.

For safety reasons, and to keep the parade moving, literature may be distributed only outside the parade route. Neither balloons nor written literature of any kind may be distributed by a current elected official, certified candidate or member of the parade unit while on the parade route.

Officials, candidates, and members of their parade unit who fail to follow the requirements for parade participation could be asked to step out of the parade or may be prohibited from participating in the parade in subsequent years.

Parade Vehicles and Signs - The City will provide vehicles for use in the parade only for current elected officials of the City of Rockville.

The City will provide signs for current elected officials' parade vehicles stating their name and elected office. Current elected officials who are also certified candidates for City of Rockville office will be provided signs that also state the City of Rockville office for which he/she is a candidate.

The City will provide signs for certified City of Rockville candidates not currently serving in Rockville elected office that state their name and the office they seek.

The City will offer parade participants the choice of two magnetic vehicle signs or two coroplast signs. Sign dimensions must not exceed 9" by 28". The parade application must specify preferred sign material and dimension.

Special Events

City sponsored special events may include areas set aside for booths. Certified candidates for elected office may pay a booth fee and obtain a permit to have a booth at a City sponsored special event. Candidates and supporters also may campaign at City sponsored events without a booth. Candidates and supporters may not distribute balloons at special events and any balloons used for display must be disposed of in accordance with special event guidelines. Any activity that constitutes a nuisance or disruption at a City sponsored event is prohibited. The City of Rockville will not accept sponsorships for City events from any elected official or candidate for political office, political party, or slate of candidates for any office.

Campaign Materials

Campaign materials may not be left or distributed inside City facilities with the exception of materials allowed on Election Day as prescribed by the City's election laws and with the exception of materials distributed during a candidate forum or debate at a City facility rented in accordance with this policy. Campaign officials must remove campaign materials at the conclusion of Election Day and within two hours of a candidate forum or debate held at a City facility.

Advertisements in City Publications

The City of Rockville will not publish any advertisements in any City publications, including advertisements sponsored by, supporting, or opposing any elected official or any candidate for any political office or political party.

Televised Debate or Candidate Forums for City of Rockville Mayor and Council Elections

The City may televise on Rockville 11 up to, but no more than, three candidate debates or forums for the certified City of Rockville Mayor and Council candidates.

Organizations interested in hosting a televised forum must submit a request to the City of Rockville. If more than three qualified organizations submit a request, a random drawing will take place to select the three organizations whose forums will be televised. Televised forums will be held after the candidate filing deadline for Mayor and Council elected office.

The City televised debates or forums may be held at a City facility, with the exception of City Hall. The debates or forums will be broadcast on Channel 11 and on www.youtube.com/cityofrockville. The hosting organization will coordinate with Rockville 11 staff on the production schedule, on-air program schedule, personnel, equipment, and other resources.

City staff may not host, moderate, facilitate, or ask questions. Staff involvement is limited to the random selection of forum host organizations (when more than three organizations submit requests), coordination of date and location and television production.

For all forums or debates televised on Rockville 11:

- All candidates appearing on the ballot must be invited to participate
- Mayoral candidates and Council candidates must debate separately
- The forum or debate must be sponsored/hosted by an independent, non-partisan organization that does not endorse candidates (such as the League of Women Voters) and focuses on citywide issues.

* No Political or Campaign Information: .gov Internet domain is for the operation of government. It cannot be used to promote any political party, slate, or candidate. No campaigning can be conducted using .gov domains. The .gov Internet domain websites may not include links or references to websites created or operated by a campaign or any campaign entity or committee. No political sites or party names or acronyms can be used. Any political activity must be conducted on separate websites and e-mail and on other top-level domains (TLDs), such as .org.¹

¹* Gov Internet Program Guidelines/Guidelines for All Second Level Gov Internet Domains. (n.d.). Retrieved April 28, 2015, from <https://www.dotgov.gov/portal/web/dotgov/program-guidelines> (Note inserted by The City of Rockville Board of Supervisors of Elections)

CANDIDATE BIOGRAPHICAL INFORMATION FORM

This form will be placed in your candidate file and will be open for inspection by the public.

Date _____

Name: _____

Address: _____

Birthdate: _____

Telephone: Home _____ Office _____ Cell _____

E-mail Address: _____ Fax: _____

Present City Office (if applicable): _____

When elected (if applicable): _____

Previous City elected offices and dates held: _____

Previous City appointed positions and dates held: _____

Business and/or professional experience: _____

Schools attended and degrees awarded: _____

Current memberships and offices held (county, regional, state or national committees, boards, commissions, etc.): _____

Past memberships and offices held (county, regional, state or national committees, boards, commissions, etc.): _____

Civic activities (non-governmental): _____

Current: _____

Past: _____

Special honors and awards: _____

Other: _____

City of Rockville Voter Database Request Form

Date: _____

Name: _____

Daytime Phone Number: _____

E-mail Address: _____

Date Request Filled: _____

Please check one		
<input type="checkbox"/> Electronic Format (Excel) (email attachment)		
CD – Cost \$5.00	<input type="checkbox"/> Date Received _____	Initials _____
(cash/check made payable to the City of Rockville)		

The City will provide the database, a maximum of two times, only if requested in writing using this form. The database provided would be the database the Clerk's office obtains from the County in June and October after close of registration during this election cycle. If the requester wants additional or updated copies or assistance with the database, he/she must go directly to the Montgomery County Board of Elections, which produces the database. **If the Clerk's office receives any corrections to the voter database from the County, anyone who has requested and received a copy of the County database from the Clerk's office will be forwarded a copy of the corrected database by email.**

Voter Database Those requesting a customized voter database should follow these procedures:

- a. Forms to request the database are available on the city website and from the Montgomery County Board of Elections.
- b. The database is a product of Montgomery County Board of Elections and the fee for purchase of \$78.00 which should be paid directly to the Montgomery County Board of Elections.
- c. A duplicate or updated database is available from Montgomery County Board of Elections upon request for a fee of \$78.00.
- d. The Montgomery County Board of Elections will not create a unique database according to requested specifications.
- e. The Montgomery County Board of Elections will answer basic questions related to the database.

Signature: _____ Date: _____

City of Rockville

2023 Election Calendar (English)

Candidate

Date	Task/Event
No later than Monday, May 1, 2023	Candidate Information Election Packets available from the City Clerk's Office or election website
Within 15 days after becoming an official candidate	Deadline for appointment of Treasurer by Candidate. Code Section 8-23
Wednesday, August 9, 2023	Deadline for advisory referendum to be placed on the ballot (at least 90 days before election). Code Section 8-23
Friday, September 8, 2023	Deadline for filing as a candidate (at least 60 days before election). Charter Article III, Section 3
TBD	City Manager's Candidate Orientation
Thursday, June 29, 2023 Saturday, September 9, 2023	Candidate and Treasurer Candidate Information/Campaign Finance Forms orientation
TBD	Logic and Accuracy Test at Montgomery County Board of Elections
Thursday, October 5, 2023	Publication of Notice of Election (Start at least one month before election date and publish at least four times) October 5, 12, 19, and 26, 2023. Charter Article III, Section 2
Monday, October 9, 2023 through Friday, October 13, 2023	Mail in ballots mailed or distributed no more than 30 days and no less than 25 days before election day. Code Section 8-41(b)
Monday, October 9, 2023 All transactions through October 3, 2023	<u>Initial Pre-Election Campaign Finance Report due</u> Must be electronically filed thirtieth day preceding any election for the period through October 3, 2023. Code Sections 8-81(a)(1) and 8-81 (a)(8)
Monday, October 30, 2023	Last day for City to mail ballots (seven (7) days before election). Code Section 8-42(a)(5)
Wednesday, November 1, 2023 All transactions through October 31, 2023	<u>Second Pre-Election Campaign Finance Report due</u> Must be delivered the Wednesday before the election for the period through October 31, 2023. Code Sections 8-81(b)(2) and 8-81(b)(8)

Date	Task/Event
Tuesday, November 7, 2023	Election Day. Vote Centers at City Hall and Thomas Farm Community Center open from 7:00 a.m. to 8:00 p.m. Charter Article III, Section 4; Code Section 8-41(a).
Tuesday, November 7, 2023	Deadline for receipt of voted ballots - Election Day Code Sections 8-41(e) and 8-41(a)(8)
Tuesday, November 7, 2023	Unofficial results will be posted in City Hall and announced on Rockville Cable TV after tabulating is complete. Code Section 8-41(j)
Thursday, November 9, 2023	Deadline to challenge election results (48 hours after initial announcement). Code Section 8-41(k)
Monday, November 13, 2023	Deadline for certifying results of advisory referendum questions (by close of business the Monday following an election). Code Section 8-23
Tuesday, November 14, 2023	Deadline for resolution of election challenges and certification of results to City Clerk (seven (7) days after election: insert in minutes of Mayor and Council; post results; Rockville Cable TV). Code Section 8-41(l)
Sunday, November 19, 2023 1:00 pm - 4:00 pm	Inauguration of Mayor and Council at F. Scott Fitzgerald Theatre
Monday, November 20, 2023 7:00 p.m.	First Official Meeting of the newly-elected Mayor and Council
Monday, December 18, 2023	Voter Registration reopens
Monday, January 15, 2024 by 5:00 p.m. All transactions through December 31, 2023	<u>Post-Election Campaign Finance Report due</u> Must be received by January 15, 2024 Code Sections 8-81(b)(3).
Friday, November 8, 20XX All transactions through November 3, 2023.	<u>Annual Campaign Finance Report due</u> (Each Non Election Year). (See Section 8-81 of the City Code for guidance on the filing of an annual report subsequent to the initial year, including a “final” report.). Code Section 8-81(a)(4) and 8-81 (f)

Ciudad de Rockville

2023 Calendario Electoral (Español)

Candidato

Fecha	Tarea/Evento
A no más tardar el lunes 1 de mayo de 2023	Paquetes de Información Electorales para Candidatos disponibles en la Oficina del Secretario de la Ciudad o en el sitio web de las elecciones
Dentro de los 15 días posteriores a convertirse en candidato oficial	Fecha límite para el nombramiento del Tesorero por el Candidato. Código Sección 8-23
miércoles, 9 de agosto de 2023	Fecha límite para que el referéndum consultivo se incluya en la boleta electoral (al menos 90 días antes de la elección). Código Sección 8-23
viernes, 8 de septiembre de 2023	Fecha límite para presentarse como candidato (al menos 60 días antes de la elección). Artículo III, Sección 3 de la Carta
TBD	Orientación del Candidato por el Administrador de la Ciudad
jueves, 29 de junio de 2023 sábado, 9 de septiembre de 2023	Información del Candidato y Tesorero / Orientación de los Formularios de Financiamiento de Campaña
TBD	Prueba de lógica y precisión en la Junta Electoral del Condado de Montgomery
jueves, 5 de octubre de 2023	Publicación del Aviso de Elección (Comience al menos un mes antes de la fecha de la elección y publíquelo al menos cuatro veces) 5, 12, 19 y 26 de octubre de 2023. Artículo III, Sección 2 de la Carta
Del lunes 9 de octubre de 2023 al viernes 13 de octubre de 2023	Enviar por correo las boletas enviadas por correo o distribuidas no más de 30 días y no menos de 25 días antes del día de las elecciones. Código Sección 8-41(b)
lunes , 9 de octubre de 2023 Todas las transacciones hasta el 3 de octubre de 2023	<u>Se debe presentar el informe inicial de financiamiento de la campaña preelectoral</u> Debe presentarse electrónicamente el trigésimo día anterior a cualquier elección para el período hasta el 3 de octubre de 2023. Secciones 8-81 (a)(1) y 8-81(a)(8) del Código
lunes, 30 de octubre de 2023	Último día para que la Ciudad envíe las boletas por correo (siete (7) días antes de la elección). Código Sección 8-42(a)(5)
miércoles, 1 de noviembre de 2023 Todas las transacciones a través de octubre 31, 2023	<u>Segundo informe financiero de la campaña preelectoral</u> Debe entregarse electrónicamente o en mano el miércoles anterior a la elección para el período hasta el 31 de octubre de 2023. Secciones 8-81(b)(2) y 8-81(b)(8) del Código

Fecha	Tarea/Evento
martes, 7 de noviembre de 2023	Día de las elecciones. Los centros de votación en el Ayuntamiento y el Centro Comunitario Thomas Farm abren de 7:00 a.m. a 8:00 p.m. Artículo III, Sección 4; Código Sección 8-41(a).
martes, 7 de noviembre de 2023	Fecha límite para la recepción de boletas votadas - Código del Día de las Elecciones Secciones 8-41 (e) y 8-41 (a)(8)
martes, 7 de noviembre de 2023	Los resultados no oficiales se publicarán en el Ayuntamiento y se anunciarán en Rockville Cable TV después de que se complete la tabulación. Código Sección 8-41(j)
jueves, 9 de noviembre de 2023	Fecha límite para impugnar los resultados electorales (48 horas después del anuncio inicial). Código Sección 8-41(k)
lunes, 13 de noviembre de 2023	Fecha límite para certificar los resultados de las preguntas consultivas del referéndum (antes del cierre de operaciones el lunes siguiente a una elección). Código Sección 8-23
martes, 14 de noviembre de 2023	Fecha límite para la resolución de impugnaciones electorales y certificación de resultados al Secretario de la Ciudad (siete (7) días después de la elección: insertar en las actas del Alcalde y el Concejo; publicar resultados; Rockville Cable TV). Código Sección 8-41(l)
domingo, 19 de noviembre de 2023 de 1:00 p.m. a 4 p.m.	Inauguración del Alcalde y el Consejo en el Teatro F. Scott Fitzgerald
lunes, 20 de noviembre de 2023 7:00 p.m.	Primera reunión oficial del Alcalde y el Consejo
jueves 18 de diciembre de 2023	Se reabre el registro de votantes
lunes, 15 de enero de 2024 antes de las 5:00 p.m. Todas las transacciones a través de diciembre 31, 2023	<u>Entrega del informe financiero de la campaña postelectoral</u> Debe recibirse antes del 15 de enero de 2024 Código Secciones 8-81(b)(3).
viernes, 8 de noviembre, 20XX Todas las transacciones hasta el 3 de noviembre de 2023	<u>Informe anual de financiamiento de campaña</u> (cada año no electoral). (Consulte la Sección 8-81 del Código de la Ciudad para obtener orientación sobre la presentación de un informe anual posterior al año inicial, incluyendo un informe "final"). Sección Código 8-81(a)(4) y 8-81 (f)



SECTION 2 – CAMPAIGN FILING DOCUMENT FOR CANDIDATES

2023 ELECTION CANDIDATE CHECKLIST FOR LISTING	2.2
NOMINATION PETITION (CERTIFICATE OF CANDIDACY)(MAYORAL)	2.3
NOMINATION PETITION (CERTIFICATE OF CANDIDACY)(COUNCILMEMBER)	2.4
APPOINTMENT AND ACCEPTANCE OF CANDIDATE TREASURER.....	2.5
CANDIDATE ELIGIBILITY AFFIDAVIT.....	2.6
DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATE.....	2.7
CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE.....	2.8
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF CANDIDATE	
FINANCIAL DISCLOSURE STATEMENT ELECTED OFFICIAL AND	2.9
CANDIDATE	

2023 Election Candidate Checklist for Filing

To qualify as a candidate for elective office in the City of Rockville, the following documents must be completed and filed in the City Clerk's Office no later than Friday, September 8, 2023, except as noted below

- ☐ **1. Nomination Petition (Certificate of Candidacy)**
- ☐ **2. Appointment and Acceptance of Candidate Treasurer (due within 15 days of becoming official candidate)**
- ☐ **3. Candidate Eligibility Affidavit**
- ☐ **4. Designation of Campaign Depository for a Candidate**
- ☐ **5. Campaign Committee Authorized to Receive or Make Contributions or Make Expenditures on Behalf of Candidate**
- ☐ **6. Financial Disclosure Statement for Elected Officials and Candidates**

City of Rockville – Nomination Petition (Certificate of Candidacy) MAYOR
Ciudad de Rockville—Solicitud de nominación electoral (Certificado de Candidatura)

WE, THE UNDERSIGNED RESIDENTS OF THE CITY OF ROCKVILLE, hereby request that the name of _____ be placed on the ballot as a candidate for the office of Mayor of the City of Rockville, Montgomery County, Maryland, in the general City election to be held on November 7, 2023. Como firmantes y residentes de la Ciudad de Rockville, pedimos que el nombre de _____ sea puesto en la boleta como candidato para el puesto de ALCALDE de la Ciudad de Rockville, Condado de Montgomery, Maryland, en la elección general que tomará lugar en el 7 de noviembre de 2023.

NOTICE TO SIGNERS: By signing this petition, you agree that the above-named person should be placed on the ballot as a candidate for MAYORAL in the November 7, 2023 election. To the best of your knowledge you are registered to vote in the City of Rockville and are eligible to have your signature counted for petition purposes. AVISO AL FIRMANTE: Con su firma indica que está de acuerdo con que la persona nombrada en la línea de arriba sea incluida como candidato para ALCALDE en la elección del 7 de noviembre de 2023. Según sepa, usted está inscrito para votar en la Ciudad de Rockville y puede usar su firma con el propósito de esta solicitud.

The information you provide on this petition may be used to change your voter registration address.
La información que provea en este formulario puede ser usada para actualizar su domicilio como elector.

DATE Fecha	PRINTED NAME Nombre en letra de molde	VOTER REGISTRATION ADDRESS Domicilio del elector	ZIP CODE Código postal	DATE OF BIRTH* Fecha de Nacimiento*	SIGNATURE Firma
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

***Date of birth is optional and is only used to validate the identity of a petition signer. If preferred, only month and day are needed.**

*** La fecha de nacimiento es opcional y es usada solamente para verificar la identidad de quien firme la solicitud. Si prefiere, solo se necesita el mes y el día.**

For City Clerk Use Only: (Para uso interno solamente)	
_____ Total Number of Signatures	_____
_____ Number of Invalidated Signatures	_____
_____ Number of Valid Signatures	_____
Verified By Staff: _____	Name (Print) _____
Verified By Staff: _____	Name (Print) _____



Form approved by the City of Rockville Board of Supervisors of
 Elections: February 16, 2023
 Este formulario fue aprobado por la Junta de Supervisores de
 Elecciones de la Ciudad de Rockville. Febrero 16, 2023

Circulator's Name/Date / firma y fecha del circulator de peticiones
Circulator's Signature/Date / Firma y fecha del solicitante
Address – Domicilio
Telephone – Teléfono

City of Rockville – Nomination Petition (Certificate of Candidacy) COUNCILMEMBER
Ciudad de Rockville—Solicitud de nominación electoral (Certificado de Candidatura)

WE, THE UNDERSIGNED RESIDENTS OF THE CITY OF ROCKVILLE, hereby request that the name of _____ be placed on the ballot as a candidate for the office of COUNCILMEMBER of the City of Rockville, Montgomery County, Maryland, in the general City election to be held on November 7, 2023.

Como firmantes y residentes de la Ciudad de Rockville, pedimos que el nombre de _____ sea puesto en la boleta como candidato para el puesto de CONCEJAL de la Ciudad de Rockville, Condado de Montgomery, Maryland, en la elección general que tomará lugar en el 7 de noviembre de 2023.

NOTICE TO SIGNERS: By signing this petition, you agree that the above-named person should be placed on the ballot as a candidate for COUNCILMEMBER in the November 7, 2023 election. To the best of your knowledge you are registered to vote in the City of Rockville and are eligible to have your signature counted for petition purposes. **AVISO AL FIRMANTE:** Con su firma indica que está de acuerdo con que la persona nombrada en la línea de arriba sea incluida como candidato para CONCEJAL en la elección del 7 de noviembre de 2023. Según sepa, usted está inscrito para votar en la Ciudad de Rockville y puede usar su firma con el propósito de esta solicitud.

The information you provide on this petition may be used to change your voter registration address.

La información que provea en este formulario puede ser usada para actualizar su domicilio como elector.

DATE Fecha	PRINTED NAME Nombre en letra de molde	VOTER REGISTRATION ADDRESS Domicilio del elector	ZIP CODE Código postal	DATE OF BIRTH* Fecha de Nacimiento*	SIGNATURE Firma
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Date of birth is optional and is only used to validate the identity of a petition signer. If preferred, only month and day are needed.

* La fecha de nacimiento es opcional y es usada solamente para verificar la identidad de quien firme la solicitud. Si prefiere, solo se necesita el mes y el día.

For City Clerk Use Only: (Para uso interno solamente)	
_____ Total Number of Signatures	_____
_____ Number of Invalidated Signatures	_____
_____ Number of Valid Signatures	_____
Verified By Staff: _____	Name (Print) _____
Verified By Staff: _____	Name (Print) _____



Form approved by the City of Rockville Board of Supervisors of Elections: March 16, 2023
 Este formulario fue aprobado por la Junta de Supervisores de Elecciones de la Ciudad de Rockville. Febrero 16, 2023

 Circulator's Name/Date / firma y fecha del circulator de peticiones

 Circulator's Signature/Date / Firma y fecha del solicitante

 Address – Domicilio

 Telephone – Teléfono

Name of Candidate: _____
Address: _____

Home Telephone: _____
Business Telephone: _____
Email Address: _____
Date of Birth: _____

Year of Election in which Candidate is running: _____

I hereby appoint _____ to serve as my treasurer as of _____, 2023.

I hereby accept appointment as treasurer as of _____, 2023.

FOR TREASURER ONLY:

Signature of Treasurer	Date
-------------------------------	-------------

CANDIDATE ELIGIBILITY AFFIDAVIT

PLEASE CHECK ONE:

☐ **Mayor**

☐ **Council**

I hereby declare and affirm that I will have been a resident of the City of Rockville for at least one year immediately preceding the City election day; that I will be 18 years of age on or before November 7, 2023; and that I am registered to vote in the election of the City of Rockville on November 7, 2023.

Print Name

Date

I DO SOLEMNLY SWEAR AND AFFIRM under the penalties of perjury that the facts set forth herein are true.

Signature

Date

**DESIGNATION OF CAMPAIGN DEPOSITORY
FOR
CANDIDATE**

Name of Candidate _____

I hereby designate _____
(NAME OF FINANCIAL INSTITUTION)

which holds all funds and contributions for the candidacy of _____

(NAME OF CANDIDATE)

identified as _____
(NAME AS APPEARS ON ACCOUNT)

Signature of Treasurer

Date

Note: A candidate may establish a financial account, such as a PayPal account, to receive contributions but all funds so received must be transferred to the designated campaign depository. The payment of all expenditures must be made from the designated campaign depository.

**CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF
CANDIDATE**

NOTE: A separate form is required for each designation.

I, _____, hereby designate
(NAME OF CANDIDATE)

the following campaign committee in accordance with Code Section 8-73(c) to
serve as a committee which is authorized to accept contributions or make
expenditures on my behalf. Code Sections 8-72(b) and 8-73(c)

SIGNATURE OF CANDIDATE DATE

Name of Committee _____

Address _____

I, _____, acknowledge
(NAME OF TREASURER)

designation of _____ as authorized
(NAME OF CAMPAIGN COMMITTEE)

to accept contributions and make expenditures on behalf of _____
_____ for whom I am Treasurer, and hereby file this
(NAME OF CANDIDATE)

designation with the City Clerk of the City of Rockville Code Section [8-73(c)].

SIGNATURE OF TREASURER DATE



FINANCIAL DISCLOSURE STATEMENT ELECTED OFFICIALS AND CANDIDATES

Reporting Period: January 1, 20 ____ through December 31, 20 ____

PART I. IDENTIFYING INFORMATION

FIRST NAME:	INITIAL:	LAST NAME:
OFFICE (HELD OR SOUGHT)		
E-MAIL ADDRESS		

PART II. SIGNATURE

This Financial Disclosure Statement describes all interests and related transactions and matters required to be disclosed by the City of Rockville Ethics Ordinance, Section 16-61, et seq. of the City Code with respect to the period indicated and pertaining to the person filing this statement. The statement consists of this cover sheet and Schedules A through I. Financial Disclosure Statements must be annually filed with the City Clerk on or before April 15.

I hereby make oath or affirm under the penalties of perjury that the contents of this Financial Disclosure Statement are complete, true and correct to the best of my knowledge, information and belief.

Signature of person filing:

Date:

Print Name: _____

Date received by City Clerk's Office: _____

**If you have any questions about your submission, please contact the City Attorney's Office at
240.314.8150**

PART III. DESIGNATED HOME ADDRESS

Designated Home Address:

The Municipal Custodian is prohibited from providing access to an address that an individual has designated as the individual's home address. This page will be redacted from public disclosure if a person requests to examine or copy your financial disclosure statement.

You should not include your designated home address on any Schedule or attachment that you submit with this financial disclosure statement.

Do not list your designated home address in Question 1.c. on Schedule A. An address or legal description of all other addresses for real property that you have an interest in should be included in your response to Question 1.c. on Schedule A.

No other portion of or attachment to your financial disclosure statement will be redacted from public disclosure from this financial disclosure statement.

All written communications related to this financial disclosure form will be sent to your designated home address and the email address listed on the signature page.

Note: With respect to Schedules A, B, and C, the following shall be considered to be the interests of the person making the statement: (a) any interest of the person, whether whole or partial; (b) any interest held by the immediate family of the person making the statement, if such interest was at any time during the filing year directly or indirectly controlled by the person making the statement, (c) any interest held by a business entity, in which business entity a thirty percent (30%) or greater equity was held any time during the filing year by the person making the statement, and (d) any interest held by a trust or estate, under which the person making the statement held a reversionary interest at any time during the filing year, or under which trust the person making the statement was at any time during the year a trustor, if a revocable trust, or a beneficiary.

Schedule A – Real Property Interests

(page one of two)

A separate Schedule A is required for each real property interest disclosed

Code Reference: Section 16-64(1)

Did you have any interest (including leasehold interests and interests in any oil, gas or other mineral royalty or lease) in real property during the reporting period?

- ☐ Yes (Please complete questions below) ☐ No (Go to Schedule B)

1. What is the nature of the property and the address or legal description of the property?

a. Nature of the property

☐ Improved-if so, indicate whether property is

☐ Residential

☐ Commercial

☐ Unimproved (vacant lot)

b. Is this property your designated home address?

☐ Yes. If yes, proceed to Section 2 of this Schedule and do not complete Subsection c.

☐ No. If no, complete Subsection c before proceeding to Section 2.

c. Street Address or Legal Description

Schedule A – Real Property Interests
(page two of two)

- 2.
- a. What date was the property interest acquired? _____
 - b. How was the property interest acquired? _____
(Example: purchase, gift, inheritance, etc.)
 - c. From whom was the property acquired? _____
3. What consideration was given when the property interest was acquired? _____
(Dollar amount paid, or if you acquired the interest other than by purchase, the fair market value at the time you acquired your interest in the property)
4. Have you transferred, in whole or in part, any interest in this property during the reporting period?
- ☐ Yes
 - ☐ No
- If yes, then:
- a. Describe the interest transferred: _____
 - b. What consideration did you receive for the interest? _____
 - c. To whom did you transfer the interest? _____
5. Identify any other person with an interest in the property: _____

Schedule B – Interests in Corporations and Partnerships

(page one of two)

A separate Schedule B is required for each interest disclosed

Code Reference: Section 16-64(2)

During the reporting period, did you have any interest in any corporation, partnership, limited liability partnership (LLP), or limited liability corporation (LLC) whether or not the corporation does business with the City?

☐ Yes (Please complete questions below)

☐ No (Go to Schedule C)

1. What is the name and address of the principal office of the business entity?

2. What is the nature and amount of the interest held, including any conditions to and encumbrances in the interest?

a.

☐ In your name alone

☐ Jointly (percentage of your interest): _____ %

b. What is the nature of your interest and its dollar value or the number of shares?

(Example: stock, notes, bond, puts, calls, straddles, purchase options, etc.)

Type: _____

Dollar Value of Shares \$ _____ OR report equity interest below:

If an equity interest in a non-publicly traded corporation – Number of Shares: _____

If an equity interest in a partnership – Percentage of Ownership: _____

c. Are there any legal conditions or encumbrances that apply to your interest in the entity?

☐ Yes

☐ No

If yes, name of entity holding the encumbrance _____

d. When was the interest acquired? _____

e. How was the interest in the equity acquired? _____

(Example: purchase, gift, will, etc.)

f. From whom did you acquire the interest in the entity? _____

g. What consideration was given when the interest was acquired? _____

(Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

Schedule B – Interests in Corporations and Partnerships
(page two of two)

A separate Schedule B is required for each interest disclosed
Code Reference: Section 16-64(2)

3. Have you transferred any interest in this entity during the reporting period?

- ☐ Yes
☐ No

If yes, then:

- a. Describe the interest transferred: _____
- b. What consideration did you receive for the interest transferred? _____
- c. To whom did you transfer the interest? _____

Schedule C – Interests in Any Other Business Entities
Doing Business with the City
(page one of two)

A separate Schedule C is required for each business entity disclosed

Code Reference: Section 16-64(3)

Do you have an interest in any other business entity not reported on Schedule B that did business with the City of Rockville during the reporting period?

- ☐ Yes (Please complete questions below) ☐ No (Go to Schedule D)

1. What is the name and address of the principal office of the business entity?

2. What is the nature and amount of the interest held, including any conditions to and encumbrances in the interest?

a.

- ☐ In your name alone
☐ Jointly (percentage of your interest): _____ %

- b. What is the nature of your interest and its dollar value or the number of shares?

(Example: stock, notes, bond, puts, calls, straddles, purchase options, etc.)

Type: _____

Dollar Value of Shares \$ _____ OR report equity interest below:

If an equity interest in a non-publicly traded corporation – Number of Shares: _____

If an equity interest in a partnership – Percentage of Ownership: _____

- c. Are there any legal conditions or encumbrances that apply to your interest in the entity:

(Example: mortgages, liens, contracts, options, etc.)

☐ Yes

☐ No

If yes, name of entity holding the encumbrance: _____

- d. When was the interest acquired? _____

- e. How was the interest in the equity acquired? _____

(Example: purchase, gift, will, etc.)

- f. From whom did you acquire the interest in the entity? _____

- g. What consideration was given when the interest was acquired? _____

(Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

**Schedule C – Interests in Any Other Business Entities
Doing Business with the City
(page two of two)**

A separate Schedule C is required for each business entity disclosed
Code Reference: Section 16-64(3)

3. Have you transferred any interest in this entity during the reporting period?

- ☐ Yes
☐ No

If yes, then:

- a. Describe the interest transferred: _____
- b. What is the nature and amount of consideration you received for the interest transferred?

- c. To whom did you transfer the interest? _____

Schedule D – Gifts

Code Reference: Section 16-64(4)

During the reporting period, did you receive any gift, whether directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value in excess of \$100 from a person or entity who: 1) did business with the City; or 2) engaged in an activity that was regulated or controlled by the City? Gifts received from parents, spouses, or children, campaign contributions which are otherwise reported as required by law, and meals and beverages need not be disclosed.

☐ Yes (Please provide requested information below)

☐ No (Go to Schedule E)

Name, Address and Affiliation of Donor	Description of Gift	Approximate Retail Value of Gift

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Offices, Directorships, and Salaried Employment

Code Reference: Section 16-64(5)

During the reporting period, did you or any member of your immediate family (domestic partner, spouse or dependent child) have any salaried employment or hold any office or directorship with any business entity that did business with the City?

☐ Yes (Please provide requested information below)

☐ No (Go to Schedule F)

Name and address of the principal office of the business entity	Nature and title of the office, directorship, or salaried employment you, your domestic partner, spouse or dependent child held	Total compensation received and the date the position began	Each City agency with which the entity was involved

Please use additional sheet(s), if necessary, for any additional entries.

Schedule F – Liabilities

A separate Schedule F is required for each debt disclosed

Code Reference: Section 16-64(6)

Did you, at some time during the period covered by this statement have any liabilities which were owed to any person doing business with the City, or did you at any time during the period covered by this statement, become involved in transactions giving rise to liabilities owed by a member of your immediate family to any person doing business with the City? You are not required to disclose liabilities owed in connection with retail credit accounts.

NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.

☐ Yes (Please complete questions below)

☐ No (Go to Schedule G)

1. To whom was the liability owed? _____
(Do not include retail accounts)
2. When was the liability incurred? _____
3. What was the amount of the liability owed as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0. \$ _____
4. What are the terms of payment of the liability? _____
5. Did the principal of the debt decrease or remain the same during the reporting period? _____
6. If increased or decreased, by how much? \$ _____
7. Was any security given for the debt?
 - i. Yes ☐
 - ii. No ☐
 - a. If yes, please state what type of security was given: _____

Schedule G – Family Members Employed by the City

Code Reference: Section 16-64(7)

During the reporting period, were any members of your immediate family (domestic partner, spouse or dependent children) employed by the City in any capacity?

☐

Yes (Please provide requested information below)

☐

No (Go to Schedule H)

Name of Family Member	Relationship to You	Position / Title that Family Member Held

Please use additional sheet(s), if necessary, for any additional entries.

Schedule H – Sources of Income

Code Reference: Section 16-64(8)

During the reporting period, were you or a member of your immediate family employed by or were you or a member of your immediate family a sole or partial owner of a business entity from which you or a member of your immediate family earned income?

NOTE: Your minor child's employment or business ownership does not need to be disclosed if the agency that employs you does not regulate, exercise authority over, or contract with the place of employment or the business entity of the minor child.

☐ Yes (Please complete questions below)

☐ No (Go to Schedule I)

1. If, during the reporting period, you or a member of your immediate family had employment from which income was earned, list the name and address of the employment, source of income, nature of the income (salary, commission, interest, or other form of income).

Name of person employed (you or immediate family member): _____

Name of Employer: _____

Address of Employer: _____

City/State/Zip: _____

Source of Income: _____

Nature of Income: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the name and address of the business entity, source of income, nature of the income (salary, commission, interest, or other form of income).

Name of person with ownership interest (you or immediate family member): _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

Source of Income: _____

Nature of Income: _____

3. If, during the reporting period, your spouse or domestic partner was a lobbyist regulated by the City, list the names of all entities that engaged your spouse or domestic partner for lobbying purposes.

Name(s) of Entities: _____

Please use additional sheet(s), if necessary, for any additional entries.

Code Reference: Section 16-64(9)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Name: _____



SECTION 3 - CAMPAIGN FILING DOCUMENTS FOR COMMITTEE(S)/SLATE(S)

CHECKLIST FOR REGISTRATION OF A COMMITTEE(S)/SLATE(S).....	3.2
REGISTRATION, APPOINTMENT, AND ACCEPTANCE FOR CAMPAIGN.....	3.3
COMMITTEE CHAIRPERSON AND TREASURER	
REGISTRATION, APPOINTMENT, AND ACCEPTANCE OF A SLATE.....	3.4
CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER	
CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE	3.5
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF COMMITTEE OR SLATE	
NOTIFICATION OF CANDIDATE JOINING A SLATE CAMPAIGN COMMITTEE .	3.6
STATEMENT THAT A CAMPAIGN COMMITTEE OR A SLATE HAS DISBANDED	3.7
DESIGNATION OF CAMPAIGN DEPOSITORY FOR COMMITTEE/SLATE	3.8

Checklist for Registration of a Committee(s)/Slate(s)

The following documents must be completed and filed to register as a committee or slate.

- ☐ 1. Registration, Appointment, and Acceptance of a Campaign Committee Chairperson and Treasurer
- ☐ 2. Registration, Appointment, and Acceptance of a Slate Campaign Committee Chairperson and Treasurer
- ☐ 3. Campaign Committee Authorized to Receive or Make Contributions or Make Expenditures
- ☐ 4. Campaign Committee Authorized to Receive or Make Contributions or Make Expenditures on Behalf of a Slate
- ☐ 5. Notification of Candidate Joining a Slate Campaign Committee
- ☐ 6. Statement that a Committee or a Slate has Disbanded
- ☐ 7. Designation of Campaign Depository for Committee/Slate

REGISTRATION, APPOINTMENT, AND ACCEPTANCE FOR CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER

Name of Campaign Committee			
Chairperson of Campaign Committee (First, MI, Last)			
Residence Address			
City		State	Zip
Business Number		Home /Cell Number	
Email Address			
Treasurer of this Campaign Committee (First, MI, Last)			
Residence Address			
City		State	Zip
Business Number		Home/ Cell Number	
Email Address			
Candidates Campaign Committee			
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointed chairperson for the above Campaign Committee as of _____, 20__, and will serve until all duties have been performed or a successor is duly chosen.

Signature of Campaign Committee Chairperson

Date

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointment as Treasurer for the above-named Campaign Committee as of _____ 20__, and will serve until all duties have been performed or a successor is duly chosen. I am not a candidate for public office in the City of Rockville in the November 7, 2023 Election.

Signature of Campaign Committee Treasurer

Date

REGISTRATION, APPOINTMENT, AND ACCEPTANCE OF A SLATE CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER

Name of Slate		
Chairperson of Slate (First, MI, Last)		
Residence Address		
City	State	Zip
Business Number	Home /Cell Number	
Email Address		
Treasurer of this Slate (First, MI, Last)		
Residence Address		
City	State	Zip
Business Number	Home /Cell Number	
Email Address		
Candidates Slate		
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointed chairperson for the above Slate as of _____, 20 __, and will serve until all duties have been performed or a successor is duly chosen.

Signature of Slate Chairperson Date

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointment as Treasurer for the above-named Slate as of _____ 20 __, and will serve until all duties have been performed or a successor is duly chosen. I am not a candidate for public office in the City of Rockville in the November 7, 2023 Election.

Signature of Slate Treasurer Date



**CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF
COMMITTEE OR SLATE**

NOTE: A separate form is required for each designation.

I, _____, hereby designate
(NAME OF CANDIDATE)

the following campaign committee in accordance with Section 8-73(c) to serve as a
committee which is authorized to accept contributions or make expenditures on my behalf.
Code Sections [8-72(b) and 8-73(c)]

SIGNATURE OF CANDIDATE DATE

Name of Committee _____

Address _____

I, _____, acknowledge
(NAME OF TREASURER)

designation of _____ as authorized
(NAME OF CAMPAIGN COMMITTEE)

to accept contributions and make expenditures on behalf of _____
_____ for whom I am Treasurer, and hereby file this
(NAME OF CANDIDATE)

designation with the City Clerk of the City of Rockville Code Section [8-73(c)].

SIGNATURE OF TREASURER DATE



**NOTIFICATION OF CANDIDATE JOINING A SLATE
CAMPAIGN COMMITTEE**

I, _____, hereby notify
the City Clerk of the City of Rockville that I have joined the slate of
candidates listed below as of _____, 20___. Code Section
[8-72(a)]

Name of Slate _____

Address _____

Candidates on Slate

Name	Office Sought
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Candidate Date

CERTIFY IF APPLICABLE ONLY:

I hereby disclose that I have engaged only in fundraising on behalf of the slate
identified above and am therefore not subject to the other disclosure
requirements of Section 8-72 (Rockville City Code, Chapter 8).

Signature of Candidate Date



**STATEMENT THAT A CAMPAIGN COMMITTEE OR A
SLATE HAS DISBANDED**

Check: ☐ Slate ☐ Campaign Committee

Name of Campaign Committee/Slate _____

I hereby certify that _____
NAME OF CAMPAIGN COMMITTEE OR SLATE

is not active and has disbanded as of _____

SIGNATURE OF TREASURER DATE

NOTE: *This form must be filed no later than October 9, 2023 the day by which the initial report is due Code Section [8-73(d)].*

DESIGNATION OF CAMPAIGN DEPOSITORY FOR CAMPAIGN COMMITTEE/SLATE

Check: ☐ Slate ☐ Campaign Committee

Name of Campaign Committee/Slate _____

I hereby designate _____
(NAME OF FINANCIAL INSTITUTION)

which holds all funds and contributions for the candidacy of _____

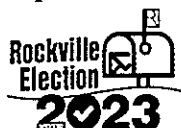
(NAME OF CAMPAIGN COMMITTEE/SLATE)

identified as _____
(NAME AS APPEARS ON ACCOUNT)

Signature of Treasurer

Date

Note: A candidate may establish a financial account, such as a PayPal account, to receive contributions but all funds so received must be transferred to the designated campaign depository. The payment of all expenditures must be made from the designated campaign depository.





SECTION 4 - CONTRIBUTION FORMS/RECEIPT BOOK

PAYMENT OF ANONYMOUS CONTRIBUTIONS	4.2
AFFIDAVIT OF LIMITED EXPENDITURES AND CONTRIBUTIONS.....	4.3
RECEIPT BOOK (IN NOTEBOOK POCKET)	4.4

PAYMENT OF ANONYMOUS CONTRIBUTIONS

NOTE: Except for contributions valued at \$10.00 or less, any money or other thing of value received from any unknown person or source by any treasurer, or other person or committee authorized to incur obligations or expenses under the provisions of this chapter, shall not be used for any political purpose whatsoever, but shall be paid by the treasurer or other persons or committee so receiving the same, to the City's Director of Finance. Code Section 8-76(c)

Anonymous contributions shall be filed within seven (7) calendar days after accumulation of \$100.00 of such contributions, or as frequently as desired for lesser amounts. All anonymous contributions unfilled by Election Day (November 7, 2023) must be filed within seven (7) calendar days of the election, regardless of the amount.

Name of Candidate/Slate Campaign Committee: _____

<u>DATE RECEIVED</u>	<u>AMOUNT RECEIVED</u>
TOTAL	\$

Campaign Committee

I hereby transfer to the City's Director of Finance all anonymous contributions in excess of \$10.00 received by _____ as required by Section 8-76 (c) of the Rockville City Code. (Candidate or Treasurer)
Print Name

Slate Campaign Committee

I hereby transfer to the City's Director of Finance all anonymous contributions in excess of \$10.00 received by _____ as required by Section 8-76 (c) of the Rockville City Code. (Chairperson or Treasurer)
Print Names



**AFFIDAVIT OF LIMITED
EXPENDITURES AND CONTRIBUTIONS**

NOTE: This affidavit shall be filed no later than the date by which the first campaign finance report is due following the appointment of the candidate's treasurer. Code Section [8-81(a)(6)]

NAME OF CANDIDATE: _____

NAME OF TREASURER: _____

We hereby certify our intent not to receive contributions or make expenditures of \$300.00 or more for the election to be held on November 7, 2023.

Signature of Candidate Date

Signature of Treasurer Date

RECEIPT BOOK (IN NOTEBOOK POCKET)



SECTION 5 - CAMPAIGN FINANCE REPORT INSTRUCTIONS AND FORMS

USE OF ALTERNATIVE FORMATS FOR CAMPAIGN FINANCE REPORTS.....	5-2
INTRODUCTION.....	5-3
TITLE PAGE	5-4
SCHEDULE 1: CONTRIBUTIONS AND OTHER RECEIPTS	5-6
ADDITIONAL GUIDANCE FOR IN-KIND CONTRIBUTIONS	5-9
SCHEDULE 2: EXPENDITURES.....	5-11
GUIDANCE FOR CATEGORIZING EXPENDITURES.....	5-14
SCHEDULE 3: OUTSTANDING OBLIGATIONS.....	5-15
SCHEDULE 4: STATUS OF LOAN REQUIRING WRITTEN CONSENT	5-16
SCHEDULE 5: REPORT ON LOAN TO CAMPAIGN COMMITTEE.....	5-19
SUMMARY SHEET	5-23
SIGNED AFFIDAVIT	5-26

USE OF ALTERNATIVE FORMATS FOR CAMPAIGN FINANCE REPORTS

Campaign finance reports should be submitted in the format prescribed by the Board of Supervisors of Elections.

If you are unable to use the prescribed format for your Campaign Finance Reports, Sec.8.82 of the Rockville City Code requires that you obtain prior approval from the Board for the form you propose to use. The Board has established the following criteria for approval of an alternative format.

- (1) The format of the reports should not compromise the clarity of the reports, nor its comparability with other submitted reports.
- (2) The format should not unduly complicate the work of the Board and City Clerk's office in processing and analyzing reports.

To achieve those ends, we ask that the alternative format entries be identified, as they would be on the prescribed forms; that extraneous entries not clutter the reports or obscure the presentation of required items; and that page size, if manually transmitted, be 8 ½ inches in one dimension and 11 to 14 inches in the other dimension.

An alternative format proposal must be submitted to the Board at least ten (10) days prior to the due date of the first Campaign Finance Report for which the format is to be used. The Board will review the proposed format and report its decision promptly to the person who submitted it.

You may request the use of an alternative format for certain schedules of the Campaign Finance Report (e.g., Summary Sheet or Schedule 1: Contributions and Other Receipts) or for all schedules.

All required forms are included in this packet and are also available on the City's website: www.rockvillemd.gov/election.

If you have any questions regarding the above, please contact the City Clerk's Office at (240) 314-8280.

INTRODUCTION

The Campaign Finance Report (CFR), required by Sec. 8.81 of the Rockville City Code, comprises various forms on which Campaigns and Campaign Committees report amounts received, including in-kind contributions (Schedule 1), amounts paid (Schedule 2) and amounts owed (Schedule 3).

Campaigns and Campaign Committees must submit all forms each reporting period. *If a schedule is not applicable; enter an "X" in the text box immediately below the Name of Campaign Committee for that schedule.* Campaigns and Campaign Committees must use Excel (version 2010 or later) to complete the CFR. A separate Schedule 4 and Schedule 5 should be prepared for each loan for which written consent is required. When it is necessary to correct deficiencies, add or change information in a previously submitted CFR, an amended CFR must be filed.

Because the CFR for each reporting period consists of multiple schedules, pagination is sequential. For example, if Schedule 1 ends on page 3, Schedule 2 begins on page 4. Note that each page is numbered in the format Page x of y. The Excel file contains a header which takes advantage of automatic page-numbering across all pages of the CFR. This page numbering is not applicable to Schedule 5 which is a separate file. Further, provision is made for electronic signatures on Schedule 5 and the Signed Affidavit. Guidance is provided at <https://www.rockvillemd.gov/2262/Running-for-Office> on how electronic signing is completed. Each treasurer and respective candidate or chairperson are required to file a report of campaign financial activity as per the schedule below.

Reports may be filed electronically, although the BSE has authority to grant a waiver if, for some reason, reports cannot be filed electronically. Reports must be sent to: campaignfinancereport@rockvillemd.gov.

10/9/2023 – First Pre-Election Report

All transactions through 10/03/2023

11/01/2023 – Second Pre-Election Report

All transactions through 10/31/2023

01/15/2024 – Post Election Report

All transactions through 12/31/2023

11/08/20XX Annual Report – (Each Non-Election Year)

All transactions through 11/03/20XX (See Sec. 8.81 of the City Code for guidance on filing annual report subsequent to the initial year, including a "final" report.)

Detailed instructions on how to complete each form are provided in the following sections.

TITLE PAGE

REPORTING PERIOD:

Amended Report:

No

CAMPAIGN FINANCE REPORT TITLE PAGE

Name of Campaign Committee/Political Committee:

Name of Candidate/Campaign Chairperson:

Name of Treasurer:

Name as It Appears on Account:

Name of Financial Institution:

(Primary Financial Account)

(Other Accounts)

* NOTE: All pages of the Campaign Finance Report must be submitted when filing

DUE DATES

Report Submittal Schedule:

10/9/2023 - Initial Pre-Election Campaign Finance Report
Transactions through 10/3/2023
MUST BE ELECTRONICALLY FILED BY 5:00 PM TO THE CITY
CLERK'S OFFICE

01/15/2024 - Post-Election Campaign Finance Report
Transactions through 12/31/2023
MUST BE ELECTRONICALLY FILED BY 5:00 PM TO THE
CITY CLERK'S OFFICE.

11/1/2023 - Second Pre-Election Campaign Finance Report
Transactions through 10/31/2023
MUST BE ELECTRONICALLY FILED BY 5:00 PM TO THE CITY
CLERK'S OFFICE

11/8/20xx - Annual Report (Each Non-Election Year)
MUST BE ELECTRONICALLY FILED BY 5:00 PM TO THE
CITY CLERK'S OFFICE.
(see Sec. 8.81 of the City Code for guidance on the filing
of an annual report subsequent to the initial year,
including a "final" report)

Reports can be electronically filed to: campaignfinancereport@rockvillemd.gov

Status of Report (please select one):

☐ for the current due date

☐ an amendment to a previous report filed on:

☐ final and the account has been/will be terminated

(Date)

* Any deadline that falls on a day that City Hall is closed (e.g. weekend, holiday, inclement weather) will be extended to the next City business day.

TITLE PAGE

The Title Page must be completed and submitted with each Campaign Finance Report.

Required Information

Instructions

Reporting Period

Click the drop-down arrow and select the appropriate reporting period. This field will auto-populate across the remaining pages of the CFR.

Amended Report

Select **Yes** or **No** from the drop-down box. The default value is **No**. This field will auto-populate across the remaining pages in the CFR.

Name of Campaign Committee

Enter name of Campaign Committee. This field will auto-populate across the remaining pages in the CFR.

Name of Candidate

Enter name of Candidate.

Name of Treasurer

Enter name of Treasurer.

Primary Financial Account

Enter Financial Institution Name as it Appears on Account.

Other Account(s)

Enter Financial Institution Name(s) as they Appear on Account.

Status of Report

Check the appropriate box that applies for the report. For an amendment, enter the date on which the previous report was filed.

SCHEDULE 1: CONTRIBUTIONS AND OTHER RECEIPTS

REPORTING PERIOD: _____						Amended Report: <input type="checkbox"/> No			
SCHEDULE 1: CONTRIBUTIONS AND OTHER RECEIPTS									
Name of Campaign Committee: _____									
<input type="checkbox"/> Nothing to report on this schedule for this reporting period.									
(1)	(2)	(3)	(4)	(5)	(6)				
SECTION 1: Contributions/Receipts other than Sections 2, 3, or 4						For Source OTHER, Enter a Brief Description			
Date	Name	Address	Receipt Type	Source	Amount				
<i>Subtotal</i>					\$0.00				
SECTION 2: Loans Received									
Date	Name	Address	Receipt Type	Source (Loans Received)	Amount	For Source OTHER, Enter a Brief Description			
<i>Subtotal</i>					0.00				
SECTION 3: Loans Forgiven									
Date	Name	Address	Receipt Type (Not Applicable)	Source (Loans Forgiven)	Amount	For Source OTHER, Enter a Brief Description			
<i>Subtotal</i>					\$0.00				
SECTION 4: In-Kind Contributions									
Date	Name	Address	Receipt Type and Source (In-Kind Contributions) Enter a Brief Description		Amount	For Source OTHER, Enter a Brief Description			
<i>Subtotal</i>					\$0.00				
TOTAL					\$0.00				

SCHEDULE 1: CONTRIBUTIONS AND OTHER RECEIPTS

- Include only contributions and other receipts (checks, cash, electronic receipts and in-kind) subject to reporting. Contributions include in-kind contributions, loans received, and the forgiveness of a loan previously made to a Campaign Committee. The receipt types are identified below. This schedule has four sections:
 - Section 1 – All contributions and receipts other than loans received, loans forgiven, and in-kind contributions. The First Pre-Election Report includes the balances in financial accounts and loan balances carried forward from a previous election cycle.
 - Section 2 – Loans received.
 - Section 3 – Loans forgiven.
 - Section 4 – In-kind contributions
- In Section 1, “Other receipts” include a refund, a rebate, cash received for items sold, interest or other miscellaneous receipts. Also include any cash contributions that do not fit any other source. **For a source of “Other Receipts,” a brief description of the receipt is required in column 6.**
- In Section 2, for loans received in the current reporting period, complete Schedule 5 if written consent is required. Do not reduce loans by any payments of principal or interest as such payments will be entered in Schedule 2.
- Do not include contributions not subject to reporting under Rockville City Code – Chapter 8 – “Elections”, Sec. 8.78 (b) and (c).
- If a contribution is made such that there is a fee paid by the Campaign, enter the gross amount of the contribution in Section 1 and reflect the fee paid as an expenditure in Schedule 2. For example, if a contribution of \$100 is received through PayPal and PayPal imposes a \$5 fee, \$100 should be shown as a contribution and \$5 as an expenditure. Do not net the two items.
- For the First Pre-Election Report, do not include contributions in the current election cycle that are applied to a deficit from the previous election cycle; such contributions must be included in an amended last report for the previous election cycle. Once contributions equal the amount of the deficit, further contributions should be reported in the current election cycle – Chapter 8 – “Elections”, Sec. 8.81(a).
- Chapter 8 of the Rockville City Code provides that no loan may be made to a candidate, or accepted on behalf of a candidate, without the written consent of the candidate. A copy of the written consent shall be furnished to the lender at the time of the loan. The consent is given on Schedule 5 of the Campaign Finance Report for the transaction period in which the loan is received. A loan from a candidate or a candidate’s spouse to the candidate’s committee does not require written consent. A loan to a slate of candidates requires the written consent of each candidate, even if the loan is from a candidate or a candidate’s spouse.

Required Information

Reporting Period
Amended Report
Name of Campaign Committee

None Use of Schedule

Column 1 – Date

Column 2 – Contributor Information

Column 3 – Receipt Type

Column 4 – Source

Column 5 – Amount

Column 6 – Brief Description

Instructions

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

Enter an "X" in the text box if no transactions are to be reported on this schedule.

Enter date funds or in-kind contributions were received or loan was forgiven. This date may precede the date funds were deposited. The date should be no earlier than the first day of the current reporting period.

Enter the complete name and full address for each contributor, including any lender to the Campaign Committee. For a joint contribution, list both names even though only one signs the check. If from a business entity, enter the name and full address of entity (not the name of person who signed the check on behalf of the business).

For Section 1 of this Schedule, select the receipt type from the drop-down list:

- Check
- Cash
- Electronic Receipt or Credit Card
- Pay Pal or Other Similar Method

For Section 1, select the source of the contribution:

- General Contribution (Campaign and non-Campaign Committee)
- Transfer from Another Treasurer
- Other Receipts

For "Other Receipts," a brief description of the receipt is required in Column 6

For Section 2, the source will be automatically entered as "Loans Received."

For Section 3, the source will be automatically entered as "Loans Forgiven"

For Section 4, provide a brief description of the nature of the in-kind contribution. For an in-kind contribution that could be attributed to more than one expenditure category, there will be multiple line items in this Schedule.

Enter the amount of the contribution or receipt

If source is "Other Receipts," provide a brief description of the receipt.

ADDITIONAL GUIDANCE FOR IN-KIND CONTRIBUTIONS

IN-KIND CONTRIBUTIONS

An in-kind contribution is a contribution to a candidate or campaign committee in a form other than money. Normally, two types of transactions may be considered as in-kind contributions:

- 1) a contribution given to a campaign committee in non-monetary form (e.g., services or property)
- 2) a coordinated expenditure made on behalf of the candidate where the candidate knows of, and consents to, the expenditures (e.g., goods or services donated for a campaign luncheon).

In-kind contributions include such items as services, goods, and anything of value provided to the candidate or campaign committee. ***The amount of an in-kind contribution is the fair market value of the item or items (at the date of the contribution).*** In-kind contributions include items or services given to, or made available for use by a candidate, campaign committee or representative of any campaign committee to be used in promoting or aiding the success or defeat of any candidate, campaign committee, principal or proposition submitted to a vote at any election. Examples of in-kind contributions include printing, use of office space, automobiles, aircraft, boats, mobile units or any other thing or service made available.

Volunteer

Services provided to a candidate or campaign committee for free or at a reduced cost are also considered in-kind contributions unless permitted as an individual's volunteer activity for a campaign in accordance with Chapter 8, Sec. 8-78. The contribution limits do not apply when an individual volunteers time to a campaign or uses a personal vehicle to provide transportation incident to an election. An individual is not considered a volunteer when a business or other person compensates the individual directly or indirectly for working on behalf of the campaign. ***An individual who provides a service for which he/she would normally charge a fee is not considered a volunteer.***

Meet and Greet

Individuals may wish to put on "meet and greet" functions for a candidate. The costs associated with hosting such a function for which reimbursement is not sought from the candidate or campaign committee are considered to be in-kind contributions if the candidate knows of, and consents to, the expenditures.

IN-KIND CONTRIBUTION EXAMPLES

(For Schedule 1 & Schedule 2)

- (1) A contributor who owns a commercial printing facility produces campaign flyers and charges the campaign \$400 while the fair market value of such service is \$950. The candidate campaign would show a \$550 in-kind contribution on Schedule 1, Section 4, with a brief description of the nature of the in-kind contribution in Columns 3 and 4 and expenditures of \$400 (with check #) with the campaign material expenditure category on Schedule 2.
- (2) A contributor makes in-kind contributions worth \$850 for the following: postage - \$180; food/catering - \$220; and campaign materials - \$450. These contributions will be documented as three line items with a brief description of the nature of the in-kind contribution in Schedule 1, Section 4, Columns 3 and 4 per the instructions.

SCHEDULE 2: EXPENDITURES

REPORTING PERIOD:

Amended Report: No

SCHEDULE 2: EXPENDITURES

Name of Campaign Committee:

Nothing to report on this schedule for this reporting period.

(7)	(8)	(9)	(10)	(11)	(12)	(13)
	To Whom Paid					

SECTION 1: Expenditures

Date	Name	Address	Payment Type (Check #; Fee; Electronic Payment)	Category	Total Amount	Brief Description (Category "Other" only)
Subtotal					\$0.00	

SECTION 2: Loan Principal Repayments

Date	Name	Address	Payment Type (Check #: Fee; Electronic Payment)	Category (Loan Principal Repayments Only)	Total Amount
Subtotal					\$0.00
TOTAL					\$0.00

SCHEDULE 2: EXPENDITURES

- Schedule 2 is used to itemize campaign expenditures paid by check, paid as a fee, or paid electronically. Note: In-kind contributions are reported solely in Schedule 1.
- This schedule is broken down into two sections:
 - Section 1 – All expenditures other than loan principal repayments
 - Section 2 – Loan principal repayments
- For an expenditure attributed to more than one expenditure category, there will be multiple line items in Schedule 2.
- Do not include transfers between Campaign financial accounts.
- When reporting an expenditure that was made from personal funds and then reimbursed, the following must be reported: the name and address of the person who ultimately received the campaign funds (payee).

Required Information

Reporting Period

Amended Report

Name of Campaign Committee

None use of Schedule

Column 7 – Date

Columns 8 and 9 – To Whom Paid

Column 10 – Check #/Fee (F)/ Electronic Payment (EP)

Column 11 – Category

Instructions

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

Enter an “X” in the text box if no transactions are to be reported on this schedule.

Enter date of check or electronic payment.

Enter the complete name and full address of the payee. If transfer is to another campaign treasurer, list the name of the committee or candidate for which the treasurer serves.

Indicate whether the expenditure was made by check, as a fee, or as an electronic payment. If by check enter check number. If a fee, enter “F.” If an electronic payment, enter “EP.”

For Section 1, select the expenditure category from the drop-down list:

- Salaries and Other Compensation
- Rent/Supplies/Postage/ Equipment
- Campaign Materials
- Direct Mail
- Website/Media & Digital Advertising
- Food/Catering
- Fundraising
- Fees Deducted for Contributions and Interest
- Returned Contributions
- Transfer to Another Treasurer
- Other

Required Information

Instructions

For Section 2, the expenditure category will be automatically entered as Loan Principal Repayments.

Column 12 – **Total Amount**

Enter the total amount of the expenditure. If an expenditure is attributed to more than one expenditure category, there will be multiple line items in Schedule 2

Column 13 – **Brief Description**

Enter brief description of an expenditure categorized as “Other”

GUIDANCE FOR CATEGORIZING EXPENDITURES

Salaries and Other Compensation – Enter gross salaries, including payroll and other taxes, and any other compensation for services paid to employees and independent contractors. (Examples: pollsters, consultants, lawyers, accountants)

Rent/Supplies/Postage/Equipment – Enter amounts paid for office rent, office supplies, telephone charges, equipment rental, or related expenses. Include amounts paid for postage and shipping whether by USPS, Federal Express, UPS, or another carrier. Also include amounts spent to purchase equipment used in the campaign. If the campaign paid only for part of the cost of the equipment, enter the campaign's share of the costs and identify the other party and the equipment purchase in Schedule 2, column 13.

Campaign Materials – Enter amounts paid for printing signs, campaign stationery, and other campaign literature and materials including buttons, bumper stickers, leaflets, handbills, lawn signs, automobile signs, T-shirts, banners, and similar items.

Direct Mail – Enter amounts spent to send mass mailings, including the cost of mailing lists, and amounts paid to consultants to create or transmit materials. Do not include postage if separately paid.

Website/Media & Digital Advertising – Enter amount paid to advertise on radio, television, newspaper, website, other electronic medium, or other medium.

Food/Catering – Enter amounts spent directly on food and catering such as the cost of refreshments at gatherings held to solicit contributions.

Fundraising – Enter amounts spent directly on fundraising, such as the cost of hall rentals, chair or table rentals, tents, bands, etc. Food and catering costs associated with fund raising activities are reported under the food/catering category.

Fees Deducted for Contributions and Interest – Enter any fees such as PayPal fees deducted from contributions as well as loan interest paid.

Returned Contributions – Enter the amount of a contribution that a Campaign has needed to return to a contributor. Do not report a returned contribution as a negative contribution.

Transfer to Another Treasurer – Enter amount transferred to another registered campaign or committee treasurer.

Other – Enter any other amount expended. Provide a brief description in Schedule 2, column 13.

Loan Principal Repayments – In Section 2 of Schedule 2, enter amount of loan principal repaid.

SCHEDULE 3: OUTSTANDING OBLIGATIONS

REPORTING PERIOD: _____		Amended Report: <input type="checkbox"/> No <input type="checkbox"/>	
SCHEDULE 3: OUTSTANDING OBLIGATIONS			
Name of Campaign Committee: _____			
<input type="checkbox"/> Nothing to report on this schedule for this reporting period.			
(14)	(15)	(16)	(17)
Name of Creditor	Address	Date of Obligation	Balance Due on Obligation
			Description (REQUIRED)
		Total	\$0.00

Required Information

Reporting Period

Amended Report

Name of Campaign Committee

None Use of Schedule

Column 14 – Name & Address of Creditor

Column 15 – Date of Obligation

Column 16 – Balance Due on Obligation

Column 17 – Brief Description

Instructions

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

This field is auto populated from the Title Page.

Enter an “X” in the text box if no transactions are to be reported on this schedule.

Enter complete name and full address of person or firm to whom debt is owed.

Enter date debt (obligation) was incurred.

Enter the amount owed on each unpaid bill.

Enter brief description of the obligation.

SCHEDULE 4: STATUS OF LOAN REQUIRING WRITTEN CONSENT

REPORTING PERIOD:	Amended Report:	No	No
--------------------------	------------------------	-----------	-----------

SCHEDULE 4: STATUS OF LOAN REQUIRING WRITTEN CONSENT

Name of Campaign Committee/Political Committee: _____

☐ Nothing to report on this schedule for this reporting period.

Transaction Period: This Report provides status of each loan requiring written consent
A separate Schedule 4 must be completed for each loan requiring written consent

Chapter 8 of the Rockville City Code provides that no loan may be made to a candidate, or accepted on behalf of a candidate, without the written consent of the candidate. A loan from a candidate or a candidate's spouse to the candidate's committee does not require written consent. A loan to a slate of candidates requires the written consent of each candidate, even if the loan is from a candidate or a candidate's spouse. The consent is given on Schedule 5 of the Campaign Finance Report for the transaction period in which the loan is received.

Line 1	Name of Lender:	
Line 2	Address of Lender:	
Line 3	Date on which Loan was Received by Campaign:	
Line 4	Original Amount of the Loan:	

Line 5	Loan Principal Repayments in Prior Reporting Periods	0.00
Line 6	Loan Principal Repayments in Current Reporting Period	0.00
Line 7	Total Loan Principal Repayments	0.00
Line 8	Loan Forgiveness in Prior Reporting Periods	0.00
Line 9	Loan Forgiveness in Current Reporting Period	0.00
Line 10	Total Loan Forgiveness	0.00
Line 11	Loan Balance	0.00

Terms of the Loan:

Line 12	Interest Rate:	
Line 13	Schedule for Repayment:	
Line 14	Date on which written consent was provided:	

SCHEDULE 4: STATUS OF LOAN REQUIRING WRITTEN CONSENT

A Schedule 4 is prepared for each loan requiring written consent. Schedule 5 will have been prepared for each such loan in a previous reporting period or the current reporting period. An increase to the loan amount by a lender will constitute a new loan and an additional Schedule 4 and Schedule 5 will have to be prepared. This schedule should only be prepared through the reporting period in which the loan balance is brought to zero. Entries from other schedules will not be brought over to this schedule and vice versa.

Required Information

Instructions

Reporting Period

This field is auto populated from the Title Page.

Amended Report

This field is auto populated from the Title Page.

Name of Campaign Committee

This field is auto populated from the Title Page.

None use of Schedule

Enter an "X" in the text box if no transactions are to be reported on this schedule.

Line 1 – Name of Lender

Enter the name of lender from Schedule 5, Section 2.

Line 2 – Address of Lender

Enter the address of lender from Schedule 5, Section 2.

Line 3 – Date on which Loan was Received by Campaign

Enter the date on which the loan was received by the Campaign Committee from Schedule 5, Section 1.

Line 4 – Original Amount of the Loan

Enter the original amount of the loan from Schedule 5, Section 1.

Line 5 – Loan Principal Repayments in Prior Reporting Periods

Enter amounts repaid to the lender in prior reporting periods.

Line 6 – Loan Principal Repayments in Current Reporting Period

Enter amounts repaid to the lender in the current reporting period. This amount should also be reflected in Schedule 2.

Line 7 – Total Loan Principal Repayments

This is the sum of Lines 5 and 6 and is calculated automatically.

Line 8 – Loan Forgiveness in Prior Reporting Periods

Enter amounts forgiven by lender in prior reporting periods.

Line 9 – Loan Forgiveness in Current Reporting Period

Enter amounts forgiven by the lender in the current reporting period. This amount should have also been entered in Schedule 1.

Required Information

Line 10 – **Total Loan Forgiveness**

Line 11 – **Loan Balance**

Line 12 – **Interest Rate**

Line 13 – **Schedule for Repayment**

Line 14 – **Date on Which Written Consent
was Provided**

Instructions

This is the sum of Lines 8 and 9 and is calculated automatically.

This is the sum of Line 4 less Lines 7 and 10 and is calculated automatically.

Enter the loan interest rate from Schedule 5, Section 2. If zero, enter zero.

Enter the schedule for repayment from Schedule 5, Section 2.

Enter the date on which lender provided written consent from Schedule 5, Section 2.

SCHEDULE 5: REPORT ON LOAN TO CAMPAIGN COMMITTEE

REPORTING PERIOD:

Amended Report: **No**

SCHEDULE 5: REPORT ON LOAN TO CAMPAIGN COMMITTEE

Name of Campaign Committee: _____

This schedule must be attached to the Campaign Finance Report for the reporting period in which the loan was received. A copy should also be provided to the lender. A separate schedule must be completed for each loan received. This schedule must be prepared only if written consent is required and has not previously been filed.

SECTION 1. CONSENT OF RECIPIENT

Please Print

Name of Candidate: _____

Date Loan Received: _____

Amount of Loan: _____

Payable To: _____

Received From: _____

A copy of this consent has been supplied to the lender.

(Signature of Candidate)

(Date)

SECTION 2. TERMS OF LOAN

Please Print

Name of Lender: _____

Address of Lender: _____

Are the terms of the loan stated in writing? ☐ Yes ☐ No

Schedule for repayment: _____

Interest Rate: _____ %

(Signature of Lender)

(Date)

SCHEDULE 5: REPORT ON LOAN TO CAMPAIGN COMMITTEE

This schedule must be included with the Campaign Finance Report for the reporting period in which the loan was received. A copy should also be provided to the lender. A separate schedule must be completed for each loan received. This schedule must be prepared only if written consent has not previously been filed and written consent is required. To access Schedule 5, visit <https://rockvillemd.gov/elections> and locate "Schedule 5: Report on Loan to Campaign Committee." This electronic link allows for completion of Schedule 5, to include the electronic signatures required of the lender and the candidate. It also provides for the electronic transmission of the completed and signed Schedule 5.

Reporting Period	Click the drop-down arrow and select the appropriate reporting period.
Amended Report	Select Yes or No from the drop-down box
Name of Campaign Committee	Enter the name of Campaign Committee.

SECTION 1. CONSENT OF RECIPIENT

<u>Required Information</u>	<u>Instructions</u>
Name of Candidate	Enter name of candidate.
Date Loan Received	Enter date the loan was received.
Amount of Loan	Enter the amount of the loan.
Payable To	Enter name of payee.
Received From	Enter name of person/company who provided the loan.
Copy of this consent has been supplied to the lender.	This schedule should not be submitted until a copy of the consent has been supplied to the lender.
Signature of Candidate	Candidate's signature.
Date	Date signed by candidate.

SECTION 2. TERMS OF LOAN

<u>Required Information</u>	<u>Instructions</u>
Name of Lender	Enter name of the lender.
Address of Lender	Enter the address of the lender.
Are the terms of the loan stated in writing?	Indicate YES or NO.
Schedule for repayment	Enter the schedule for repayment.
Interest Rate	Enter the interest rate of the loan.
Signature of Lender	Lender's signature.

REPORTING PERIOD: _____

Amended Report: _____

No

COMMENTS AND EXPLANATIONS

Name of Campaign Committee/Political Committee: _____

SCHEDULE 1: RECEIPTS	
SECTION 1: Contributions/Receipts other than Sections 2, 3, or 4	
Ref No.	Comments and Explanations
SECTION 2: Loans Received	
Ref No.	Comments and Explanations
SECTION 3: Loans Forgiven	
Ref No.	Comments and Explanations
SECTION 4: In-Kind Contributions	
Ref No.	Comments and Explanations
SCHEDULE 2: EXPENDITURES	
SECTION 1: Expenditures	
Ref No.	Comments and Explanations
SECTION 2: Loan Principal Repayments	
Ref No.	Comments and Explanations
SCHEDULE 3: OUTSTANDING OBLIGATIONS	
Name of Creditor	Comments and Explanations
SCHEDULE 4: LOANS WRITTEN CONSENT	
Name of Lender	Comments and Explanations

COMMENTS AND EXPLANATIONS

A Comments and Explanations page is provided for filers to provide further information about entries on previous pages of the Campaign Finance Report.

Reporting Period

This field is auto-populated from the Title Page.

Amended Report

This field is auto-populated from the Title Page.

Name of Campaign Committee/Political Committee

This field is auto-populated from the Title Page.

SCHEDULE 1: RECEIPTS

Required Information

Section 1: Contributions/Receipts other than Sections 2, 3, or 4

Enter the reference number and comments and explanations

Section 2: Loans Received

Enter the reference number and comments and explanations

Section 3: Loans Forgiven

Enter the reference number and comments and explanations

Section 4: In-Kind Contributions

Enter the reference number and comments and explanations.

SCHEDULE 2: EXPENDITURES

Required Information

Section 1: Expenditures

Enter the reference number and comments and explanations

Section 2: Loan Principal Repayments

Enter the reference number and comments and explanations.

SCHEDULE 3: OUTSTANDING OBLIGATIONS

Required Information

Name of Creditor

Enter the name of creditor and comments and explanations.

SCHEDULE 4: LOANS WRITTEN CONSENT

Required Information

Name of Lender

Enter the name of lender and comments and explanations.

SUMMARY SHEET

REPORTING PERIOD:

Amended Report: No

CAMPAIGN FINANCE REPORT SUMMARY SHEET

Name of Campaign Committee: _____

BALANCES IN FINANCIAL ACCOUNTS

1 Balances Forward from Last Report	\$0.00
	+
2 Total Receipts/Contributions	\$0.00
	+
3 Total Expenditures	\$0.00
	=
4 Balances in Financial Accounts, Ending	\$0.00

LOANS

5 Balance Forward from Last Report	\$0.00
	+
6 Loans Received	\$0.00
	-
7 Loan Principal Repayments	\$0.00
	-
8 Loan Forgiveness	\$0.00
	=
9 Outstanding Loan Balances, Ending	\$0.00

OUTSTANDING UNPAID BILLS

10 Outstanding Unpaid Bills	\$0.00
-----------------------------	--------

IN-KIND CONTRIBUTIONS

11 In-Kind Contributions (current reporting period only)	\$0.00
---	--------

CERTIFICATION: I SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING REPORT ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

CANDIDATE

DATE

TREASURER

DATE

SUMMARY SHEET

Beginning balances in Financial Accounts and Loans must be brought forward from the ending balances of the prior period report and entered on the Summary Sheet. The current period activity will be automatically brought forward from Schedules 1, 2, and 3.

For a continuing campaign committee that decides to carry forward to the current election cycle surplus funds, such funds are reported in Line 1, Balances Forward from Last Report, of the Summary Sheet for the Initial Pre-Election Cycle. [Sec 8-76 (d)(4) provides that “In the case of continuing campaign committees, surplus funds may be carried forward to be used in the next election cycle provided such funds are reported as carry-forward receipts during the next election cycle.”]

For the Initial Pre-Election Report, zeroes will be reflected in Lines 1 and 5, Balances Forward from Last Report (both Balances in Financial Accounts and Loans). However, for a continuing campaign committee, any surplus funds carried forward from the previous election cycle to the current election cycle will be reflected as the Balances Forwarded from Last Report (both Balances in Financial Accounts and Loans).

A campaign committee that continues in existence from year to year shall file an annual report on November 8th of each subsequent year bringing forward the ending balances in financial accounts and outstanding loans from the last preceding report filed – Chapter 8 – “Elections”, Sec. 8-81(d)(2) b.

NOTE: If the prior Campaign Finance Report failed accurately to reflect activity in a prior period, file an amended prior period report; do not include any prior period activity in the current period.

Summary Sheet	Source of Information
----------------------	------------------------------

- | | |
|--------|---|
| Line 1 | The amount from line 4, Balances in Financial Account, Ending , of the immediately preceding report should be entered. If this is the Initial Pre-Election Report and there are no balances carried forward from a prior election cycle, zeroes should be entered. If the ending balance in the immediately preceding report was negative, enter the amount as a negative number. |
| Line 2 | The total of contributions and other receipts for the current period will be brought forward from Schedule 1 for the following sources: General Contribution, Transfer from Another Treasurer, Other Receipts, and Loans Received, but not Loan Forgiveness or In-Kind Contributions. |
| Line 3 | The total of all expenditures for the current period will be brought forward from Schedule 2 for the following sources: Salaries and Other Compensation, Rent/Supplies/Postage/Equipment, Campaign Materials, Direct Mail, Website/Media & Digital Advertising, Food/Catering, Fundraising, Fees Deducted for Contributions and Interest, Returned Contributions, Transfer to Another Treasurer, Other, and Loan Principal Repayment. This does not include the expenditure attribution of in-kind contributions; such attribution is reflected as a brief description in Schedule 1, column 6 for each in-kind contribution. |
| Line 4 | The Balance in Financial Accounts, Ending, will reflect the sum of Lines 1 and 2 less Line 3. |

**Summary
Sheet****Source of Information**

- Line 5 The amount from Line 9, **Outstanding Loan Balances Ending**, of the immediately preceding report should be entered. If this is the Initial Pre-Election Report, zeroes should appear. If, however, the candidate has an outstanding loan balance from the previous election cycle, such balance should be entered.
- Line 6 The total of loans received in the current period from Schedule 1.
- Line 7 The total of loan principal repayments in the current period from Schedule 2.
- Line 8 The total of loans forgiven in the current period from Schedule 1.
- Line 9 The Outstanding Loan Balances, Ending reflecting the sum of Lines 5 and 6 less Lines 7 and 8.
- Lines 10 This reflects the total outstanding unpaid bills from Schedule 3.
- Lines 11 This reflects the total of in-kind contributions for the current period from Schedule 1.

To access the electronic signature page ("Signed Affidavit"), visit <https://rockvillemd.gov/elections> and locate "Signed Affidavit." This electronic link allows for completion of the electronic signature process by the treasurer and candidate as well as the uploading of the completed Campaign Finance Report. It also provides for the electronic transmission of the Signed Affidavit and the completed Campaign Finance Report.

NOTE

If the report is for the transactions through 09/30/2019, the amount reflected in Line 4 should be the sum of the balances of all financial accounts, to include the designated campaign depository, savings, money market, PayPal, and other similar accounts. Checks written and deposits made as of 09/30/2019 but that have not cleared as of that date should be included in these balances.

Election 2023



SIGNED AFFIDAVIT

(As required by Rockville City Code - Chapter 8 - "Elections")

Under penalty of perjury, we declare that to the best of our knowledge and belief the contents of the electronically filed data are a complete and accurate statement of our campaign finance activity.

Name of Campaign Committee: _____

Treasurer's Signature: _____ **Date:** _____

***Candidate's Signature:** _____ **Date:** _____

* If submitted on behalf of a slate or political committee, rather than a candidate or candidate's committee, this form should be signed by the slate or political committee's chairperson, rather than by a candidate.



SECTION 6 – CHARTER AND CODES

CITY OF ROCKVILLE CHARTER	6.1
CITY OF ROCKVILLE CITY CODE CHAPTER 8 - ELECTION.....	6.2
CITY OF ROCKVILLE CITY CODE CHAPTER 16 – PUBLIC ETHICS	6.3



City of Rockville

City Charter

CHARTER^[1]

Footnotes:

--- (1) ---

Editor's note— The City's Charter is published as adopted and amended. The source of this compilation is the official version previously published by the City, which version was current through Charter Amendment No. 36, and subsequent amendments. All editorial notes (other than this note) were contained in the City's official version; however, state law references after sections have been supplied by Municipal Code Corporation. The notes (together with history notes) are not part of the official text. The editorial notes have been revised to be accurate in light of Maryland statutory law as of May 1, 1986. Charter amendments subsequent to Charter Amendment No. 36 are shown in the history notes by resolution number, section and adoption date. They are placed after the history notes appearing in the official version. The printing of numbers has been treated uniformly in this compilation.

ARTICLE I - INCORPORATION; CORPORATE LIMITS

Section 1. - City Incorporated; General Powers.

The inhabitants of the City of Rockville, Montgomery County, are a body corporate by the name of "The Mayor and Council of Rockville," and by that name may have perpetual succession, sue and be sued, and have and use a common seal. (Res. No. 8-78; Res. No. 24-60)

State Law reference— General powers and status of municipal corporations, Anno. Code of Md., Art. 23A, § 1.

Section 2. - Boundaries.

The limits of said City shall be as they existed immediately prior to the effective date of this section, subject to all rights, reservations, limitations and conditions as may be set forth in all prior resolutions of annexation and in the Charter of the City in effect immediately prior to the effective date of this section, and as they may be hereafter amended as provided by law. A description of the corporate boundaries shall be maintained on file with the City Clerk. (Res. No. 8-78)

Editor's note— Prior to enactment of Res. No. 8-78, the specific boundaries of the City were set forth in the Charter. Res. No. 8-78 deleted one hundred (100) pages of boundary description and adopted in lieu thereof Art. I, sec. 2 as set forth above.

Annexation procedures, Anno. Code of Md., Art. 23A, § 19.

The grant to a municipal corporation of the power to annex is permissive only and not mandatory; and the municipality, as a prerequisite to granting annexation, may impose reasonable conditions for the public good and welfare. *Mayor and Council of Rockville v. Brookeville Turnpike Construction Co.*, 246 Md. 117, 228 A.2d. 263 (1967). Anno. Code of Md., Art. 23A, sec. 9(c) provides that no municipality annexing land may, for five (5) years following annexation, rezone the land so as to permit a land use substantially different from the land use specified in the current duly adopted master plan of the county or agency having planning and



05/01/2023

zoning jurisdiction over the land prior to annexation. See Md. National Capital Park and Planning Commission v. Mayor and Council of Rockville, 272 Md. 550, 325 A.2d 748 (1974).

ARTICLE II - THE MAYOR AND COUNCIL

Section 1. - Number, Selection, Term, Qualification, and Payment.

- a. All legislation powers of the City of Rockville shall be vested in a council consisting of a Mayor and four (4) Councilmembers, who shall be elected as hereinafter provided in Article III, Section 5 and who shall hold office for a term of four (4) years or until the succeeding Council takes office. Councilmembers holding office at the time this section becomes effective shall continue to hold office for the term for which they were elected and until the succeeding Council takes office.
- b. The Mayor and Councilmembers shall be registered voters and shall have resided in the City for at least one (1) year immediately preceding their election.
- c. A procedure for establishing the annual compensation of the Mayor and each of the four (4) Councilmembers shall be established by ordinance; provided, however, that the compensation specified at the time any member of the Council takes office shall not be changed during the period for which that member of the Council was elected.

(Res. No. 8-78; Res. No. 7-77; Res. No. 10-76; Res. No. 55-63; Res. No. 24-60; Res. No. 3-84, § 1, 1-23-84; Res. No. 10-87, § 1, 5-11-87; Res. No. 20-94, § 1, 11-28-94; Res. No. 8-14, § 1, 7-14-14)

Section 2. - Meetings; Qualification of Members; Presiding Officer; Procedures.

- a. The Council shall meet at some convenient public place in said City as often as may be necessary to discharge the duties of its office, not less, however, than once in every month. After its election, the newly elected Mayor and Council shall meet prior to December 1. All meetings, together with the agenda therefor, must be given reasonable public notice.
- b. The Council shall be the judge of the election and qualification of its members.
- c. The Mayor shall preside at all meetings of the Council and may take part in all discussions and shall participate, when present, in all votes of the Council. In the event of the absence of the Mayor at any meeting, the members of the Council shall elect one (1) of their own members to preside during such absence, who shall, for the time being, be clothed with all the powers and authority of said Mayor. A majority of the members of the Council shall constitute a quorum for the transaction of business, and the Council shall pass rules and by-laws for its own government while in session.
- d. The Council shall determine its own order of business. It shall keep a journal of its proceedings and enter therein the yeas and nays upon final action on any question, resolution, or ordinance, or at any other time if required by any one (1) member. The journal shall be open to public inspection. No final action may be taken on any question, resolution, or ordinance except at open session.
- e. No ordinance shall be passed at the meeting at which it is introduced. If, at the meeting at which an ordinance is introduced, two (2) or more members of the Council so request, a public hearing shall be required as herein provided prior to action thereon. Public hearings on ordinances shall be held by the Council, when required, only after first having given public notice in a newspaper



05/01/2023

of general circulation in the City of Rockville once a week for two (2) successive weeks, the last such notice to appear at least ten (10) days prior to the public hearing. Such public notice shall generally summarize the contents of the proposed ordinance, and shall specify the time and place of the public hearing to be held thereon. Such public hearing shall be conducted by the Council, when required, under such procedures as it shall, in its discretion, establish. After the ordinance is introduced, it shall lay over for at least one (1) week, after which it may be brought up for discussion, amendment, or final action, except in the case of an ordinance for which a public hearing is required, in which case it may not be brought up until after the required public hearing. The published agenda for the meeting at which final action takes place on any ordinance shall contain the descriptive title of the ordinance, and such description titles shall be published and permanently filed by the City Clerk and shall be kept available for public inspection. The provision that an ordinance may not be passed at the meeting at which it was introduced and the provision for inclusion of the descriptive title of the ordinance on the published agenda for the meeting of the Council may be suspended by the affirmative vote of four (4) members of the Council. All ordinances passed by the Council shall become effective immediately unless otherwise specified.

(Res. No. 8-78; Res. No. 42-70; Res. No. 24-60; Res. No. 10-87, § 1, 5-11-87; Res. No. 2-01, § 1, 2-26-01)

State Law reference— Meetings of municipal legislative bodies to be public, Anno. Code of Md., Art. 23A, § 8.

ARTICLE III. - REGISTRATION, NOMINATIONS AND ELECTIONS

Section 1. - Voters.

Every citizen of the City of Rockville residing therein and who is qualified to register as a voter at the next succeeding State or Congressional election, and who is or shall be eighteen (18) years of age on or before the date of any City election, and who is registered in accordance with the provisions of this Charter, shall be a qualified voter of the City. In addition to citizens of the City of Rockville, every member of the United States Uniformed Services and each spouse and child of such a member shall be a qualified voter of the City provided such person resides in the City of Rockville; would be qualified to register as a voter at the next succeeding State or Congressional election in the City if such person maintained his or her domicile in the City; is or shall be eighteen (18) years of age on or before the date of any City election; and is registered in accordance with the provisions of this Charter. Every qualified voter of the City shall be entitled to vote at any or all City elections.

(Res. No. 8-78; Res. No. 34-72; Res. No. 26-67; Res. No. 24-60; Res. No. 9-82, § 1, 4-12-82; Res. No. 11-87, § 1, 5-11-87)

Section 2. - Board of Supervisors of Elections; Members; Duties.

- a. There shall be a Board of Supervisors of Elections, consisting of five (5) members, who shall be appointed by the Council. The terms of members of the Board shall begin on the first Monday in June and shall run for four (4) years and until their successors are appointed and qualified. Notwithstanding the foregoing, the initial terms of two (2) members appointed in 1991 shall be for one (1) year or until their respective successors are appointed and qualified, and the initial term of three (3) other members appointed in 1991 shall be for three (3) years or until their



05/01/2023

respective successors are appointed and qualified, so that the terms of two (2) members shall be staggered with respect to the terms of the other three (3) members. Members of the Board shall be qualified voters of the City and shall not hold or be candidates for any elective office of the City during their term of office. Members of the Board shall, before entering the discharge of their duties, make oath in due form of law that they, severally, will fairly, faithfully and honestly perform their duties as members of the Board. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be as determined by the Council.

- b. Any member of the Board of Supervisors of Elections may be removed for cause by the Council. Before removal, the member of the Board to be removed shall be given a written copy of the charges and shall, if requested by such member in writing, have a public hearing on them before the Council within ten (10) days after receiving the written copy of the charges.
- c. The Board of Supervisors of Elections shall be in charge of the registration of voters, nominations, and all City elections. The Board may appoint election clerks or other employees to assist it in any of its duties, up to a total number as established by the Council.
- d. The Board of Supervisors of Elections shall give at least one (1) months' notice of every election, including places for voting, by an advertisement published at least four (4) times during the period of such notice in at least one (1) newspaper of general circulation in the City and by posting notice thereof during such period in some public place or places in the City.

(Res. No. 8-78; Res. No. 17-71; Res. No. 24-60; Res. No. 11-87, § 1, 5-11-87; Res. No. 9-91, § 1, 5-13-91)

Section 3. - Nominations.

No person's name shall be placed on the ballot as a candidate for any elective public office in the government of the City of Rockville unless such person shall be nominated by petition in conformity with the requirements herein. A candidate shall be deemed to have been nominated by petition when such candidate, or the authorized agent of such candidate, files at least sixty (60) calendar days preceding the general or special election at which election is sought, with the Board of Supervisors of Elections, a certificate signed by at least one hundred (100) qualified voters containing the name of the candidate, a statement of the office to which election is sought, a statement that the signers request that the name of the candidate be placed on the ballot and any other additional information that shall be prescribed, from time to time, by the Board of Supervisors of Elections. Candidates for elective public office shall use the nominating petition form approved by the Board of Supervisors of Elections.

(Res. No. 8-78; Res. No. 24-60; Res. No. 9-82, § 1, 4-12-82; Res. No. 11-87, § 1, 5-11-87; Res. No. 13-97, § 1, 6-16-97; Res. No. 3-01, § 1, 2-26-01)

Editor's note— The 1960 general revision of Rockville's Charter (Res. No. 24-60), contained in Article III, Sec. 3 provisions relating to registration, transfer of records, and appeals. These provisions were amended by Res. No. 9-69 (which dealt with removal of names from voters' lists) and subsequently deleted entirely by Res. No. 16-75. Res. No. 8-78 renumbered the sections in Article III of the Charter to reflect the deletion.

Section 4. - Election of Mayor and Council.



05/01/2023

On the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015, the qualified voters of the City shall elect one (1) person as Mayor and four (4) persons as Councilmembers to serve for terms of four (4) years.

(Res. No. 8-78; Res. No. 24-60; Res. No. 2-84, § 1, 1-23-84; Res. No. 8-14, § 1, 7-14-14)

Section 5. - Vacancies in Office of Mayor and Council.

- a. In case of a vacancy on the Council by reason of death, resignation, removal from the City, or otherwise, not occurring within the last twelve (12) months of the term, the vacancy shall be filled by special election as provided by ordinance. In case of a vacancy on the Council for any of the aforesaid reasons, occurring within the last twelve (12) months of the term, the Mayor and Council shall elect, by the favorable votes of a majority of the remaining members of the Mayor and Council, some qualified person to fill such vacancy for the unexpired term. The results of any such vote shall be recorded in the minutes of the Mayor and Council.
- b. In case of a vacancy in the office of Mayor not occurring within the last twelve (12) months of the term by reason of death, resignation, removal from the City, or otherwise, the vacancy shall be filled by special election as provided by ordinance. In case of a vacancy in the office of the Mayor for any of the aforesaid reasons, occurring within the last twelve (12) months of the term, the Council shall elect, by unanimous vote, some qualified person, including an incumbent Councilmember, to fill the vacancy for the remainder of the unexpired term. In the event the Council has not elected a new Mayor, by unanimous vote, within fourteen (14) days of the creation of the vacancy, the Council shall appoint a new Mayor, who is qualified for the office, in accordance with the following order of succession:
 1. The Councilmember with the highest vote total in the last election; or
 2. The Councilmember with the most seniority on the Council, however, if more than one (1) Councilmember shares the most seniority, the Councilmember receiving the highest number of votes in the most recent election shall be deemed to be most senior for the purposes of this provision.

If none of the officials in the foregoing list are willing or able to serve as Mayor, then the members of the Council shall elect some qualified person as Mayor by majority vote for the remainder of the unexpired term.

(Res. No. 8-78; Res. No. 24-60; Res. No. 2-84, § 1, 1-23-84; Res. No. 29-85, § 1, 10-14-85; Res. No. 11-87, § 1, 5-11-87; Res. No. 11-03, § 1, 5-12-03)

Section 6. - Recall Elections; Recall of the Mayor or a Councilmember.

- a. The Mayor or Councilmember may be removed by the qualified electors of the City. The procedure to effect the removal of such persons from office shall be as set forth hereinafter.
- b. A petition signed by persons qualified to vote in City elections equal in number to at least thirty percent (30%) of the average number of ballots cast in the last three City elections, rounded up to the nearest multiple of fifty (50), shall be addressed to the Council and filed with the City Clerk. The signatures to the petition need not all be appended to one (1) paper, but each signer shall add to his signature his place of residence, giving the street and number. The circulator of each such paper shall make affidavit before an officer competent to administer oaths, that the statements contained therein are true, and that each signature appended to the paper is the



05/01/2023

genuine signature of the person whose name it purports to be. All papers composing said petition shall be assembled and filed as one (1) instrument, with endorsements thereon of the names and addresses of three (3) persons designated as filing said petition.

- c. Within ten (10) days from the filing of said petition the City Clerk shall ascertain by examination thereof and of the registration books, whether the petition is signed by the required number of qualified voters, and shall attach thereto a certificate showing the result of such examination. If the certificate shows the petition to be insufficient, the Clerk shall promptly notify, in writing, one (1) or more of the persons designated on the petition as filing the same and the petition may be amended at any time within ten (10) days from the date of the Clerk's notification. The Clerk shall, within ten (10) days after such amendment, make like examination of the amended petition and attach thereto a certificate of the result. If still insufficient or if no amendment is made, the Clerk shall return the petition to one (1) of the persons designated thereon, as filing it, without prejudice, however, to the filing of a new petition for the same purpose.
- d. If the petitions or amended petitions shall be found by the City Clerk to be sufficient, the same shall be submitted with the Clerk's certificate to the Council without delay, and the Council shall, if the officer sought to be removed does not resign within five (5) days thereafter, thereupon order an election to be held on the date fixed by them not less than thirty (30) nor more than forty-five (45) days from the date of the City Clerk's certificate that a sufficient petition was filed; provided, however, that if any other municipal election is to occur within sixty (60) days from the date of the City Clerk's certificate, the Council may, at its discretion, postpone the holding of the recall election to the date of such other municipal election.
- e. There shall be printed on the official ballot, as to every person whose recall is to be voted on, the words, "Shall (name of person against whom the recall petition is filed) be recalled from the office of (title of office)?" Following such question shall be the words "Yes" and "No," on separate lines, with a blank space at the right of each, in which the voter shall indicate his or her vote for or against such recall.
- f. Any person whose recall is sought shall continue in office until a certification of the results of a recall election by the Board of Supervisors of Elections showing that such person has been recalled is received by the City Clerk at which time such person's term in office shall thereupon terminate.
- g. No recall petition shall be filed against any person until such person has actually held such office for at least two (2) months, unless a different time is provided by ordinance; provided, that second or further recall petitions for the same person shall require signatures of qualified voters equal to at least forty-five (45) percent of the average number of ballots cast in the last three City elections, rounded up to the nearest multiple of fifty (50).
- h. Any person who has been removed from office by recall, or who has resigned from such office while recall proceedings were pending against him or her, shall not be appointed to any elective office within one (1) year after such removal by recall or resignation.
- i. Any vacancy created by the recall of an elected officer shall be filled in the manner set forth in Section 5 of this Article III.
- j. Except as specifically provided herein all recall elections shall be conducted in a manner conforming with other City elections to the extent practical.

(Res. No. 8-85, § 1, 3-11-85; Res. No. 11-03, § 1, 5-12-03)

Section 7. - Regulation and Control.



05/01/2023

The Council shall have the power to provide by ordinance in every respect not covered by the provisions of this Charter for the conduct of registration, nomination, and City elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud. Ordinances heretofore adopted by the Council pertaining to such matters shall remain in force and effect until repealed or amended by the Council but only as to such provisions as are not inconsistent with the provisions of this Article.

(Res. No. 8-78; Res. No. 24-60; Res. No. 8-85, § 1, 3-11-85; Res. No. 11-87, § 1, 5-11-87)

Editor's note— The 1960 general revision of Rockville's Charter (Res. No. 24-60) contained in Article III, Sec. 6 provisions relating to the conduct of elections, special elections, vote counting, and preservation of ballots. Res. No. 18-69 added to the Charter a new section relating to absentee voting, which was later amended by Res. No. 45-71. Both sections were subsequently deleted by Res. No. 16-75. Res. No. 8-78 renumbered the sections in Article III of the Charter to reflect the deletions.

ARTICLE IV - GENERAL POWERS

Section 1. - Powers of Council Enumerated.

- a. The Council shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the City; for the protection and preservation of the City's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare and happiness of the residents of the City and visitors thereto and sojourners therein.
- b. The Council shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State, for the following specific purposes:
 - (1) *Advertising* —To provide for municipal advertising, for the printing and publication of statements of the receipts and expenditures of the municipality, and the publication and codification of all laws, ordinances, resolutions, or regulations adopted by or affecting the municipality.
 - (2) *Aisles* —To regulate and prevent the obstruction of aisles in public halls, churches and places of amusement, and to regulate the construction and operation of the doors and means of egress therefrom.
 - (3) *Amusements* —To provide in the interest of the public welfare for licensing, regulating, or restraining theatrical or other public amusements.
 - (4) *Appropriations* —To appropriate and expend municipal monies for any purpose within the powers of the Council.
 - (5) *Auctioneers* —To regulate the sale of all kinds of property at auction within the City and to license auctioneers.
 - (6) *Audits* —To provide for the appointment of an auditor or accountant to audit the books and accounts of all municipal officers collecting, handling, or disbursing funds belonging to the municipality.
 - (7) *Band* —To establish, maintain and support a municipal band or musical organization.



05/01/2023

- (8) *Billboards* —To license, tax and regulate, restrain or prohibit the erection or maintenance of billboards within the City, the placing of signs, bills and posters of every kind and description on any building, fence, post, billboard, pole, or other place within the City.
- (9) *Bridges* —To erect and maintain bridges.
- (10) *Buildings* —To make reasonable regulations in regard to buildings and signs to be erected, constructed, or reconstructed in the City, and to grant building permits for the same; to formulate a building code and a plumbing code and to appoint a building inspector and a plumbing inspector, and to require reasonable charges for permits and inspections; to authorize and require the inspection of all buildings and structures and to authorize the condemnation thereof in whole or in part when dangerous or insecure, and to require that such buildings and structures be made safe or be taken down.
- (11) *Cemeteries* —To regulate or prohibit the interment of bodies within the municipality and to regulate cemeteries.
- (12) *Codification* —To provide for the codification of this Charter and all laws, ordinances, and regulations which have been or may hereafter be passed.
- (13) *Community services* —To provide, maintain, and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the City.
- (14) *Cooperative activities* —To make agreements with other municipalities, counties, districts, bureaus, commissions, and governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions.
- (15) *Corporate name* —To change the corporate name of the municipality, provided that no such change shall affect any rights, duties or obligations held by the municipality, and provided further that such ordinance shall first be submitted to and approved by the qualified voters of the municipality at a regular or special municipal election.
- (16) *Curfew* —To prohibit the youth of the City from being in the streets, lanes, alleys, or public places at unreasonable hours of the night.
- (17) *Dangerous conditions* —To compel persons about to undertake dangerous improvements to execute bonds with sufficient sureties conditioned that the owner or contractor will pay all damages resulting from such work which may be sustained by any persons or property.
- (18) *Departments* —To create, change, and abolish offices, departments, or agencies, other than the offices, departments, and agencies established by this Charter; to assign additional functions or duties to offices, departments, or agencies established by this Charter, but not including the power to discontinue or assign to any other office, department, or agency any function or duty assigned by this Charter to a particular office, department, or agency.
- (19) *Disorderly houses* —To suppress bawdy houses, disorderly houses and houses of ill fame.
- (20) *Dogs* —To regulate the keeping of dogs in the City and to provide for the licensing and taxing of the same; to provide for the disposition of homeless dogs and dogs on which no license fee or taxes are paid.



- (21) *Elevators* —To require the inspection and licensing of elevators and to prohibit their use when unsafe or dangerous or without a license.
- (22) *Explosives* —To regulate or prevent the storage of gunpowder, oil, or any other explosive or combustible matter; to regulate or prevent the use of firearms, fireworks, bonfires, explosives, or any other similar things which may endanger persons or property.
- (23) *Filth* —To compel the occupant of any premises, building, or outhouse situated in the City, when the same has become filthy or unwholesome, to abate or cleanse the condition; and after reasonable notice to the owners or occupants, to authorize such work to be done by the proper officers and to assess the expense thereof against such property, making it collectible by taxes or against the occupant or occupants.
- (24) *Finances* —To levy, assess, and collect ad valorem property taxes; to expend municipal funds for any public purpose; to have general management and control of the finances of the City.
- (25) *Fire* —To suppress fires and prevent the dangers thereof and to establish and maintain a fire department; to contribute funds to volunteer fire companies serving the City; to inspect buildings for the purpose of reducing fire hazards, to issue regulations concerning fire hazards, and to forbid and prohibit the use of fire-hazardous buildings and structures permanently or until the conditions of City fire-hazard regulations are met; to install and maintain fire plugs where and as necessary, and to regulate their use; and to take all other measures necessary to control and prevent fires in the City.
- (26) *Food* —To inspect and require the condemnation of, if unwholesome, and to regulate the sale of, any food products.
- (27) *Franchises* —To grant and regulate franchises to water companies, electric light companies, gas companies, telegraph and telephone companies, transit companies, taxicab companies, and any others which may be deemed advantageous and beneficial to the City, subject, however, to the limitations and provisions of the Annotated Code of Maryland. No franchise shall be granted for a longer period than fifty (50) years.
- (28) *Gambling* —To restrain and prohibit gambling.
- (29) *Garbage* —To prevent the deposit of any unwholesome substance either on private or public property, and to compel its removal to designated points; to require slops, garbage, ashes and other waste or other unwholesome materials to be removed to designated points, or to require the occupants of the premises to place them conveniently for removal.
- (30) *Grants-in-aid* —To accept gifts and grants of Federal or of State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made.
- (31) *Hawkers* —To license, tax, regulate, suppress and prohibit hawkers and itinerant dealers, peddlers, pawnbrokers and all other persons selling any articles on the streets of the City, and to revoke such licenses for cause.
- (32) *Health* —To appoint a board of health, and to define and regulate its powers and duties; to establish quarantine regulations, and to authorize the removal or confinement of persons having infectious or contagious diseases; to prevent and remove nuisances; to prevent the introduction of contagious diseases into the municipality; to regulate the places of manufacturing soap, fertilizer, and other noxious things; to regulate slaughterhouses,

packing houses and all places where offensive trades may be carried on; to regulate places which cause or may cause unsanitary conditions, or conditions detrimental to health.

- (33) *House numbers* —To regulate the numbering of houses and lots and to compel owners to renumber the same or in default thereof to authorize and require the same to be done by the City at the owner's expense, such expense to constitute a lien upon the property collectible as tax monies.
- (34) *Inspections* —To authorize and require the inspection of gas pipes, water pipes, plumbing apparatus, electric lines and wires, and drainage and sewage systems on private property, and to compel repairs thereon.
- (35) *Jail* —To establish and regulate a station house or lock-up for temporary confinement of violators of the laws and ordinances of the City or to use the county jail for such purposes.
- (36) *Licenses* —Subject to any restrictions imposed by the public general laws of the State, to license and regulate all persons beginning or conducting transient or permanent business in the City for the sale of any goods, wares, merchandise, or services; to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of this Charter.
- (37) *Liens* —To provide that any valid charges, taxes or assessments made against any real property within the City shall be liens upon such property, to be collected as municipal taxes are collected.
- (38) *Lights* —To provide for the lighting of the City.
- (39) *Livestock* —To regulate and prohibit the running at large of cattle, horses, swine, fowl, sheep, goats, dogs or other animals; to authorize the impounding, keeping, sale and redemption of such animals when found in violation of the ordinance in such cases provided.
- (40) *Markets* —To obtain by lease or rent, own, construct, purchase, operate, and maintain public markets within the City.
- (41) *Merit system* —To establish a merit system in connection with the appointment of all municipal officials and employees not elected or appointed under the Constitution or public general or public local laws of the State, and to request and avail themselves of the facilities of the State for the administration of such merit system without unnecessary expense.
- (42) *Minor privileges* —To regulate or prevent the use of public ways, sidewalks, and public places for signs, awnings, posts, steps, railings, entrances, racks, posting handbills and advertisements, and display of goods, wares and merchandise.
- (43) *Noise* —To regulate or prohibit unreasonable ringing of bells, crying of goods or sounding of whistles and horns.
- (44) *Nuisances* —To prevent or abate by appropriate ordinance all nuisances in the City which are so defined at common law, by this Charter, or by the laws of the State of Maryland, whether the same be herein specially named or not; to regulate, to prohibit, to control the location of or to require the removal from the City of all trading in, handling of, or manufacture of any commodity which is or may become offensive, obnoxious, or injurious to the public comfort or health. In this connection, the City may regulate, prohibit, control the location of, or require the removal from the City of such things as stockyards,



slaughterhouses, cattle or hog pens, tanneries, and renderies. This listing is by way of enumeration, not limitation.

- (45) *Obstructions* —To remove all nuisances and obstructions from the streets, lanes and alleys and from any lots adjoining thereto, or any other places within the limits of the City.
- (46) *Parking facilities* —To license and regulate and to establish, obtain by purchase, by lease or by rent, own, construct, operate, and maintain parking lots and other facilities for off street parking.
- (47) *Parking meters* —To install parking meters on the streets and public places of the City in such places as it shall by ordinance determine, and by ordinance to prescribe rates and provisions for the use thereof, except that the installation of parking meters on any street or road maintained by the State must first be approved by the State.
- (48) *Parks and recreation* —To establish and maintain public parks, gardens, playgrounds, and other recreational facilities and programs to promote the health, welfare, and enjoyment of the inhabitants of the City.
- (49) *Pensions* —To provide a retirement or pension system or a group insurance plan for its officers or employees or for including its officers and employees in any retirement or pension system operated by or in conjunction with the State, on such terms and conditions as State laws may prescribe.
- (50) *Police force* —To establish, operate and maintain a police force. All City police officers shall, within the municipality, have the powers and authority of constables in this State.
- (51) *Police powers* —To prohibit, suppress, and punish within the City all vice, gambling, and games of chance; prostitution and solicitation therefor and the keeping of bawdy houses and houses of ill fame; all tramps and vagrants; all disorder, disturbances, annoyances, disorderly conduct, obscenity, public profanity, and drunkenness.
- (52) *Property* —To acquire by conveyance, purchase or gift, real or leasable property for any public purpose; to erect buildings and structures thereon for the benefit of the City and its inhabitants; and to convey any real or leasehold property when no longer needed for the public use, after having given at least twenty (20) days' public notice of the proposed conveyance; to control, protect and maintain public buildings, grounds and property of the City.
- (53) *Quarantine* —To establish quarantine regulations in the interest of the public health.
- (54) *Regulations* —To adopt by ordinance and enforce within the corporate limits police, health, sanitary, fire, building, plumbing, traffic, speed, parking, and other similar regulations not in conflict with the laws of the State of Maryland or with this Charter.
- (55) *Salaries* —To fix the salary or compensation of all municipal officers and employees.
- (56) *Seal* —To make, have and use, and from time to time, alter, a common seal.
- (57) *Sidewalks* —To regulate the use of sidewalks and all structures in, under or above the same; to require the owner or occupant of premises to keep the sidewalks in front thereof free from snow, ice, or other obstructions; to prescribe hours for cleaning the sidewalk.
- (58) *Special elections* —To provide for special elections for municipal purposes, at such times and places as may be determined, and subject to the provisions of this Charter.



- (59) *Taxicabs* —To license, tax and regulate public hackers, taxicab drivers, and other persons driving commercial vehicles and their assistants and all other persons pursuing like occupations.
- (60) *Vehicles* —To regulate and license wagons and other vehicles not subject to the licensing powers of the State of Maryland.
- (61) *Voting machines* —To purchase, lease, borrow, install, and maintain voting machines for use in City elections.
- (62) *Zoning* —To exercise such powers as to planning and zoning, as are conferred upon the City by the Annotated Code of Maryland, or other applicable authority.
- (63) *Saving clause* —The Council may exercise any power or perform any function which is not denied to it by the Constitution of Maryland, this Charter, or by a public general law duly passed by the General Assembly of Maryland so long as the power or function relates to the incorporation, organization, government, or affairs of the municipal corporation.

(Res. No. 8-78; Res. No. 58-67; Res. No. 18-67; Res. No. 24-60)

Editor's note— The Council has all those powers conferred upon it by this Charter as well as those powers conferred upon it by Md. Anno. Code (1957), Art. 23A and other public general laws adopted by the General Assembly.

Article XII of the Charter as contained in Res. No. 24-60 consisted of detailed provisions on zoning. Res. No. 8-71 deleted those detailed provisions and adopted in lieu thereof the following:

"The Mayor and Council of Rockville are hereby authorized to exercise all powers granted to it pursuant to Article 66B of the Annotated Code of Maryland."

Res. No. 8-78 deleted entirely the foregoing zoning article of the Charter as being superfluous in light of the zoning authority granted the City under subsection b. (62) of this section.

Res. No. 58-67 added subsection b. (63).

State Law reference— Statutory grant of express powers, Anno. Code of Md., Art. 23A, § 2.

Section 2. - Exercise of Powers.

For the purpose of carrying out the powers granted in this Charter or elsewhere, the Council may pass all necessary ordinances. All the powers of the City shall be exercised in the manner prescribed by this Charter or other applicable law, or, if the manner be not prescribed, then in such manner as may be prescribed by ordinance.

(Res. No. 8-78; Res. No. 24-60)

Section 3. - Enforcement of Ordinances.

To insure the observance of the ordinances of the City, the Council shall have the power to provide that violation thereof shall be a misdemeanor and shall have the power to affix thereto



05/01/2023

penalties of a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for not exceeding six (6) months, or both such fine and imprisonment. The Council may provide that, where the violation is of a continuing nature and is persisted in, a conviction for one (1) violation shall not be a bar to a conviction for a continuation of the offense subsequent to the first or any succeeding conviction. The City, in addition to other remedies, may institute any appropriate civil action or proceeding to prevent, restrain, correct or abate violations of municipal ordinances.

(Res. No. 8-78; Res. No. 24-60; Res. No. 6-14, § 1, 6-2-14)

Editor's note— Res. No. 8-78 increased the maximum prison term from thirty (30) days to ninety (90) days so as to conform this section to Article XIV, Section 4 which was similarly amended by Res. No. 11-76. Chapter 735 of the 1978 Laws of Maryland amended Anno. Code of Md., Art. 23A by increasing the fine allowed to be imposed for a misdemeanor from one hundred dollars (\$100.00) to five hundred dollars (\$500.00) and authorizing municipalities to declare violations of municipal ordinances to be "municipal infractions." This additional authority is granted the City directly by amended Article 23A, and no amendment to the City Charter reflecting this new authority is legally required.

ARTICLE V - AMENDMENT OF CHARTER^[2]

Footnotes:

--- (2) ---

Editor's note— The bulk of this article was adopted by Res. No. 59-67 and is substantially similar to the provisions concerning amendments to charters of municipal corporations set forth in Anno. Code of Md., Art. 23A, §§ 11—18.

State Law reference— Ordinance violations, Anno. Code of Md., Art. 23A, § 3.

Section 1. - Initiation.

An amendment of this Charter may be initiated by the Council or by a petition of qualified voters of the City of Rockville.

(Res. No. 8-78; Res. No. 59-67)

State Law reference— Similar provisions, Anno. Code of Md., Art. 23A, § 12.

Section 2. - Initiation by the Council.

- a. The Council may initiate a proposed amendment or amendments to the Charter by a resolution which, except as otherwise specified in this section, is ordained or passed as in the usual course of considering resolutions in the government of the Council by a majority of all the persons elected to the Council.
- b. In conformity with a requirement imposed upon the General Assembly by Article 3, § 29 of the Constitution of Maryland, the resolution shall contain the complete and exact wording of the proposed amendment or amendments, prepared so that the section or sections are set forth as



05/01/2023

they would read when amended or enacted. This Charter or any section thereof may not be revised or amended by reference to its title or section only.

- c. In conformity with a requirement imposed upon the General Assembly by Article 3, § 29 of the Constitution of Maryland, every Charter amendment adopted by the Council shall embrace but one (1) subject, and that shall be described in its title. Prior to the passage of any resolution which proposes an amendment or amendments to the Charter, a public hearing thereon shall be held by the Council, public notice of which shall be given in a newspaper of general circulation in the City of Rockville once a week for two (2) successive weeks, the last such notice to appear at least ten (10) days prior to the public hearing. Such public notice shall state the title of the Charter amendment and shall specify the time and place of the public hearing to be held thereon. The public hearing shall be conducted by the Council under such procedures as it shall, in its discretion, establish.
- d. The Mayor shall give notice by posting and publication of any resolution which proposes an amendment or amendments to this Charter. A complete and exact copy of the resolution containing the proposed amendment or amendments shall be posted at City Hall or another main municipal building or public place for a period of at least forty (40) days following its adoption.
- e. A fair summary of the proposed amendment or amendments shall be published in a newspaper of general circulation in the City of Rockville not less than four (4) times, at weekly intervals within a period of at least forty (40) days after the adoption of the resolution containing the proposed amendment or amendments.
- f. The amendment or amendments so proposed by the Council shall become and be considered as part of the Charter, according to the terms of the amendment or amendments, in all respects to be effective and observed as such, upon the fiftieth day after being so ordained or passed, unless on or before the fortieth day after being so ordained or passed there shall be presented to the Council, or mailed to it by registered mail, a petition meeting the requirements of this section.
- g. The petition shall be signed by twenty (20) per centum or more of the persons who are qualified to vote in municipal general elections of the City of Rockville and shall request that the proposed amendment or amendments be submitted on referendum to the voters of the City. Each person signing the petition shall indicate thereon such person's name and residence address. Upon receiving the petition for a referendum, the Council is directed to verify that any person who signed it is qualified to vote in its municipal general elections and shall consider the petition as of no effect if it is signed by fewer than twenty (20) per centum of the persons who are qualified to vote in municipal general elections.
- h. If the petition for a referendum complies with the requirements of this section, the Council shall by resolution, passed as in its normal legislative procedure, specify the day and the hours for the election at which the question shall be submitted to the voters of the City of Rockville. This may be at either the next regular general election or at a special election, in the discretion of the Council. In the event a special election is designated, it shall be held within a period of not less than forty (40) days nor more than sixty (60) days after the final passage of the resolution providing for the referendum. The resolution providing for the referendum shall specify the exact wording which is to be placed on the ballots or voting machines when the question is submitted to the voters of the City.

(Res. No. 8-78; Res. No. 25-70; Res. No. 59-67)



05/01/2023

Editor's note— Res. No. 25-70 added to subsection c. the last three (3) sentences beginning with "Prior to the passage . . ." Res. No. 8-78 deleted from subsection d. language referring to the provisions of Article 23B of the Annotated Code of Maryland as is presently contained in Anno. Code of Md., Art. 23A, § 13(d).

Section 3. - Initiation by Petition.

- a. Twenty (20) per centum or more of the persons who are qualified to vote in municipal general elections in the City of Rockville may initiate a proposed amendment or amendments to the Charter, by a petition presented to the Council. The petition shall contain the complete and exact wording of the proposed amendment or amendments, and the proposed amendment or amendments shall be prepared in conformity with the several requirements contained in subsections b. and c. of Section 2 of this Article. Each person signing it shall indicate thereon such person's name and residence address. Upon receiving the petition, the Council is directed to verify that any person who signed it is qualified to vote in municipal general elections, and shall consider the petition as of no effect if it is signed by fewer than twenty (20) per centum of the persons who are qualified to vote in municipal general elections. If the petition complies with the requirements of this section, the Council shall by resolution, passed as in its normal legislative procedure, and not later than sixty (60) days after the petition shall have been presented to it, specify the day and the hours for the election at which the questions shall be submitted to the voters of the City of Rockville. This may be at either the next regular municipal general election or at a special election, in the discretion of the Council. In the event a special election is designated, it shall be within a period of not less than forty (40) days nor more than sixty (60) days after the final passage of the resolution. In the resolution, the exact wording shall be specified which is to be placed on the ballots or voting machines when the question is submitted to the voters of the City.
- b. Provided, however, that if the Council shall approve the amendment or amendments provided for in the petition presented to it under subsection a. above, it shall have the right by resolution to adopt the amendment or amendments thereby proposed and to proceed thereafter in the same manner as if the amendment or amendments had been initiated by the Council and in compliance with the provisions of Section 2 of this Article.

(Res. No. 8-78; Res. No. 59-67)

Editor's note— Res. No. 8-78 deleted references to Article 23B of the Annotated Code of Maryland as are presently contained in Anno. Code of Md., Art. 23A, § 14.

Section 4. - Posting and Publication.

The Mayor shall give notice by posting and publication of any submission of a proposed Charter amendment to the voters thereof. For not less than four (4) weeks immediately preceding the election at which the question is to be submitted a complete and exact copy of the wording of the proposed Charter amendment or amendments shall be posted at City Hall or other main municipal building or in a public place. On the day of the election, a similar copy shall be posted at the place or places for voting. Notice of the election, together with a fair summary of the proposed amendment or amendments, shall be published in a newspaper of general circulation in the City of Rockville, not less than once in each of the four (4) weeks immediately preceding the election.

(Res. No. 8-78; Res. No. 59-67)



05/01/2023

State Law reference— Similar provisions, Anno. Code of Md., Art. 23A, § 15.

Section 5. - Referendum.

- a. On the day and during the hours specified for any referendum, the proposed Charter amendment or amendments shall be submitted to the qualified voters of the City. The official or officials thereof whose duty it is to arrange for and conduct the regular municipal elections shall perform the same duties so far as relevant to the referendum election on the proposed Charter amendment or amendments. It is the intent of this section that the referendum election shall be conducted generally according to the procedures and practices observed for regular City elections, except as specifically or necessarily modified by the provisions of the section. The wording specified by the Council in the resolution providing for a referendum on the Charter amendment or amendments, shall be placed on the ballots or voting machines used at the referendum election. The expenses of the referendum election shall be defrayed by the City.
- b. The official or officials charged with the duty to arrange for and conduct the referendum, promptly following the closing of the polls, shall tally the results thereof, and shall forthwith certify the results of the referendum to the Mayor.
- c. If a majority of those who vote on any question so submitted to the voters of the City shall cast their votes in favor of the proposed Charter amendment or amendments, the Mayor shall so proclaim publicly within ten (10) days after receiving a certification of the votes from the officials conducting the referendum; and on the thirtieth day following the public proclamation the proposed Charter amendment or amendments shall become a part of the Charter of the City of Rockville, according to its terms, in all respects to the effective and observed as such. If less than a majority of those who vote on any such question shall cast their votes in favor of the proposed Charter amendment or amendments, the Mayor shall so proclaim, adding to the proclamation the statement that the proposed amendment or amendments contained in said question are null and void and of no effect whatsoever.

(Res. No. 8-78; Res. No. 59-67)

State Law reference— Similar provisions, Anno. Code of Md., Art. 23A, § 16.

Section 6. - Form and Registration of Amendment.

- a. In any proposal to amend an existing Charter of the City, the new matter, if any, to be added to the Charter shall be indicated by being underscored or in italics and all matter to be eliminated from the existing Charter, if any, shall be indicated in its proper place by enclosing such matter in double parentheses or in boldface brackets. Where the subject matter consists of an entirely new section or sections the words of such new section or sections shall also be underscored or in italics or contain some marginal or other notation to that effect. When the purpose of any proposal is to repeal in its entirety any section or sections of the existing Charter, the matter intended to be repealed need not be written out in full and enclosed in either double parentheses or boldface brackets.
- b. The resolution to amend the Charter shall identify the source of the existing section or sections, citing the code or other publication or amendment in which appears the most recent text of the section or sections to be amended.
- c. Amendments to the Charter shall be in a consecutively numbered series.



05/01/2023

- d. The resolution to amend the Charter shall provide specifically (and not simply by implication) for the repeal of any section or sections of the existing Charter which are inconsistent with the amended section or sections.
- e. A proposal to amend the Charter, whether initiated by the Council or by a petition of qualified voters of the City, may not be rescinded after its adoption by the Council or after its formal submission in a petition, in any manner other than that of another Charter amendment.
- f. At the time a Charter amendment or amendments become effective by reason of having been ordained or passed by the Council, or at the time of making a public proclamation as to the vote on any question containing a proposed Charter amendment or amendments which have been adopted, the Mayor shall send separately by registered mail to the Secretary of State of Maryland and to the Department of Legislative Reference the following information concerning the Charter amendment or amendments: (1) The complete text thereof, (2) the date of the referendum election, if any, (3) the number of votes cast for and against each question containing the Charter amendment or amendments, whether in the Council or in a referendum, and (4) the effective date of the Charter amendment or amendments.
- g. The Charter amendment or amendments are not effective and shall not be applied or considered as if effective, unless and until it or they have been registered as required in subsection f. of this section.

(Res. No. 8-78; Res. No. 59-67)

Editor's note— Res. No. 8-78 deleted from section f.(1) references to Article 23B of the Annotated Code of Maryland.

State Law reference— Similar provisions, Anno. Code of Md., Art. 23A, § 17.

Section 7. - Codification of Amendments.

The exact text of any amendment or amendments to the Charter adopted as in this Article specified, shall thereafter be included in any subsequent edition or codification of the Charter of the City, until altered, modified or repealed by a subsequent amendment or amendments to the Charter.

(Res. No. 8-78; Res. No. 59-67)

State Law reference— Similar provisions, Anno. Code of Md., Art. 23A, § 18.

ARTICLE VI - THE CITY MANAGER

Section 1. - Qualifications, Appointment and Removal.

- a. There shall be a City Manager who shall be head of the administrative branch of the City government. The City Manager shall be appointed by the Council solely on the basis of executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office, and shall serve at such compensation as the Council may determine. The City Manager need not be a resident of the City or State prior to appointment to the office, but shall reside within the City while serving in the office.



05/01/2023

b. The City Manager may be removed by the Council by a majority vote of all its members.

(Res. No. 8-78; Res. No. 24-60)

Section 2. - Powers and Duties.

The City Manager shall be responsible to the Mayor and Council for the proper administration of all affairs of the City and to that end, subject to the personnel provisions of this Charter, shall have power and shall be required to:

1. Appoint and, when necessary for the good of the service, suspend or remove all officers and employees of the City except as otherwise provided by this Charter and except as the City Manager may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office;
2. Prepare the budget annually and submit it to the Council and be responsible for its administration after adoption;
3. Perform such other duties as may be prescribed by ordinance, or required of such office by the Mayor and Council, not inconsistent with this Charter.

(Res. No. 8-78; Res. No. 24-60)

Section 3. - Absence of City Manager.

During any temporary absence or disability, the City Manager may designate by letter filed with the City Clerk a qualified administrative officer of the City to perform the duties of the office. In the event of failure of the City Manager to make such designation, the Council may by resolution appoint an officer of the City to perform the duties of the office until the return or cessation of disability of the City Manager.

(Res. No. 8-78; Res. No. 24-60)

ARTICLE VII - FINANCE

Section 1. - Fiscal year.

The fiscal year of the City shall begin the first day of July and shall end on the last day of June in each year. Such fiscal year shall constitute the tax year, the budget year, and the accounting year.

(Res. No. 8-78; Res. No. 24-60)

Editor's note— For State law as to the fiscal year of all cities, see Anno. Code of Md., Art. 19, § 35, Art. 24, § 1-102.

Section 2. - Budget.

The City Manager, at least one (1) month before the beginning of each fiscal year, shall submit a recommended budget to the Council. Such budget shall provide a financial plan for the budget



05/01/2023

year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year.

After at least one (1) public hearing on the recommended budget, the Council shall adopt a final budget for the year. Such final budget may contain new items, eliminate proposed items, or increase or decrease the same. The budget shall be adopted in the form of an ordinance, which, by its terms, shall appropriate anticipated revenues to the designated expenditure items. The Council shall have the power to amend the budget ordinance at any time during the fiscal year. Transfers of funds between budget ordinance items may be authorized by resolution of the Council at any time, subject to any restrictions contained in the budget ordinance.

(Res. No. 8-78; Res. No. 46-67; Res. No. 24-60)

State Law reference— Budgets authorized to be on accrual method, Anno. Code of Md., Art. 24, § 1-103.

Section 3. - Over-Expenditures Forbidden.

Neither the Council, or any officer or employee, shall during any budget year expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated for or transferred to that general classification of expenditure pursuant to this Charter. Any contract, verbal or written, in violation of this section shall be null and void. Nothing in this section contained, however, shall prevent the making of contracts or the spending of money for capital improvements to be financed in whole or in part by the issuance of bonds, nor the making of contracts of lease or for services for a period exceeding the budget year in which such contract is made, when such contract is permitted by law.

(Res. No. 8-78; Res. No. 24-60; Mont. Co. Code 1972, § 72-29)

Section 4. - Lapse of Appropriations.

All appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or encumbered. Any unexpended and unencumbered funds shall be considered a surplus at the end of the budget year.

(Res. No. 8-78; Res. No. 24-60; Res. No. 1-84, § 1, 1-23-84)

Section 5. - Taxable Property.

Taxes shall be levied upon all taxable property located within the corporate limits of the City of Rockville. All such taxes shall constitute a lawful obligation to the Mayor and Council of Rockville and, as to real property, shall constitute a lien against the property on which they are levied.

(Res. No. 8-78; Res. No. 24-60)

Editor's note— For State law as to tax sale, see Anno. Code of Md., Tax-Property Article, § 14-801 et seq.

Section 6. - Annual Levy.



05/01/2023

As soon as may be practicable after the adoption of the budget ordinance, and after the ascertainment of the assessed valuation of property subject to taxation, but not later than the thirtieth day of June of each year, the Council shall, by ordinance, levy upon all taxable property such rate or rates of tax as shall be determined by the Council to be necessary to provide a balanced budget for the fiscal year next ensuing. The City Manager shall collect all such taxes as the same become due.

(Res. No. 8-78; Res. No. 24-60)

Editor's note— For the State definition of "City taxes" see Anno. Code of Md., Art. 81, § 2(14).

State Law reference— Annual tax levy, Anno. Code of Md., Tax Property Article, § 6-203 et seq.

Section 7. - One-half Year, Three-quarter Year and One-quarter Year Levies.

All improvements which become substantially completed between July first and September thirtieth in any year shall be subject to taxation in such year at three-fourths of the regular tax rate levied for City purposes for such year. All improvements which become substantially completed between October first and December thirty-first in any year shall be subject to taxation in such year at one-half of the regular tax rate levied for City purposes for such year. All improvements which become substantially completed between January 1 and March 31 in any year shall be subject to taxation in such year at one-quarter of the regular tax rate levied for City purposes for such year. The Mayor and Council may also impose such other periodic tax levies as may be authorized by state law. In the case buildings under construction, the term "substantially completed" shall mean when the building is under roof, plastered (or ceiled) and trimmed.

Res. No. 8-78; Res. No. 24-60; Res. No. 22-89, § 1, 8-7-89)

Editor's note— For state law as to semi-annual levies, see Anno. Code of Md. Tax-Property Article, § 10-103.

Section 8. - When Taxes Due and Payable; Interest; Penalty.

All City taxes shall be due and payable as provided by state law. Overdue taxes shall be subject to interest and penalties as provided by State law or by City ordinance or resolution.

(Res. No. 8-78; Res. No. 24-60; Res. No. 22-89, § 1, 8-7-89)

Section 9. - Fees.

All fees received by officials or employees of the City government in their official capacities shall belong to the City government and be accounted for to the City.

(Res. No. 8-78; Res. No. 24-60)

Section 10. - Audit.

The financial books and accounts of the City shall be audited annually by a Certified Public Accountant.



05/01/2023

(Res. No. 8-78; Res. No. 24-60)

Editor's note— For State law requiring annual audits, see Anno. Code of Md., Art. 19, § 40. See generally Anno. Code of Md. (1957), Art. 19, §§ 35—41 for State law requiring municipalities to have a uniform system of accounts and financial reporting.

Section 11. - Borrowing Money.

- a. The Mayor and Council of Rockville shall have the power to borrow money for any proper public purpose and to evidence such borrowing by the issue and sale of its bonds or notes, including tax anticipation notes and bond anticipation notes, in the manner and on the conditions hereinafter prescribed. The word "bonds" as used herein shall be interpreted to include notes.
- b. All such bonds shall be authorized by ordinance of the Council, which ordinance shall contain the following:
 - (1) A statement of the public purpose for which the proceeds of such bonds are to be expended.
 - (2) The complete form of said bonds, which shall include the place or places and time or times of payment thereof, the rate or rates of interest payable thereon, or space for the insertion of such rate or rates of interest upon the determination thereof, the titles of the officials whose signatures shall be affixed to or imprinted thereon, the authority for the issuance thereof, and the taxes and any special revenues from which the principal of and interest on said bonds will be payable.
 - (3) The form of the notice soliciting bids for the purchase of said bonds which shall set forth the date, place and time for receiving and opening bids and a brief description of the purpose or purposes for which said bonds are to be issued, a brief description of the denominations, maturities, terms and conditions of said bonds, a statement of the rate or rates of interest to be borne by said bonds or the manner of determining the same, a precise statement of the manner in which the best offer for said bonds will be determined and a reference to the resolution authorizing the same. Said notice of sale may also require prospective purchasers to submit bids on specified forms, may require such prospective purchasers to accompany their bids with good faith deposits in specified amounts, may make appropriate provisions for approval of the legality of such bonds, and may contain a financial statement of the Mayor and Council of Rockville. The foregoing provisions which may be included in such notice of sale may also be separately set forth in a circular or official statement.
 - (4) Specific provision for the appropriation and disposal of the proceeds of sale of said bonds and a specific provision for the payment of the principal thereof and the interest thereon, which such provision shall also specify the source or sources of such payment. Such ordinance may contain such other provisions, not inconsistent with this section, as the Council may deem appropriate or desirable, including authority to make such modifications in the forms adopted by such ordinance as will not alter the substance of such forms.
- c. An ordinance so authorizing any such bonds may also provide:
 - (1) That the principal of and interest on said bonds shall be payable at one (1) or more banks or trust companies which may be either within or without the State.



05/01/2023

- (2) That the official signatures and seals to be affixed to any such bonds or the coupons, if any, attached thereto, except one (1) such official signature which shall be manually affixed, shall be imprinted on said bonds or coupons in facsimile.
 - (3) That any such bonds shall be redeemable in whole or in part at the option of the Council at any time prior to the respective maturities thereof at such price or prices, either at or above the par value of such bonds as the Council may prescribe in the enabling ordinance, provided that any such bonds shall contain a statement of such redemption provisions and provided further that such enabling ordinance shall make provision for due and proper prior published notice of any such redemption.
 - (4) That any such issue of bonds shall be in varying denominations and shall be in coupon form, registerable as to principal only, or in fully registered form, or both, provided that if both forms are authorized, the same shall be interchangeable.
 - (5) That, in the event any official whose signature shall appear on any such bonds shall cease to be such official prior to the delivery of such bonds or, in the event any such official whose signature shall appear on any such bonds shall have become such after the date of issue thereof, said bonds shall nevertheless be valid and binding obligations in accordance with their terms.
 - (6) That the taxes or other revenues, or both, from which the principal of or interest on any such bonds are expressly made payable, may be paid in whole or in part to a bank or trust company designated by the Council, for administering and disbursement pursuant to a trust instrument between the Mayor and Council of Rockville and such bank or trust company.
- d. The Mayor and Council of Rockville may in accordance with the procedure set forth in this section issue and sell bonds payable as to principal and interest solely from the revenues of one (1) or more revenue-producing projects of the City, which bonds shall not constitute an indebtedness to which the full faith and credit or taxing power of the City are pledged.
 - e. The Mayor and Council of Rockville shall not authorize the issuance of any tax anticipation notes maturing later than eighteen (18) months from their respective dates of issue, nor the issuance of any general obligation or revenue bonds maturing later than forty (40) years from their respective dates of issue.
 - f. The Mayor and Council of Rockville in its discretion may sell any bonds, whose issuance is authorized by this section, by private negotiation, provided (i) the City receives the written opinion of a financial advisor (an individual[,] firm or corporation having a nation-wide and favorable repute for skill and experience in such matters) appointed by the Council to the effect that the terms of such sale are fair and consistent with then current market conditions, and (ii) in the event such bonds have been publicly offered, such bonds shall not be sold by private negotiation within a period of sixty (60) days following the rejection of bids received at a public offering on terms less favorable to the City than any of the competitive bids received at such public offering. Whether such bonds are sold upon competitive bids or by such private sale, the sale may be for less than the par or face value of such bonds.
 - g. The Mayor and Council of Rockville shall have the power to convey or assign its property (including, without limitation, mortgaging or creating any security interest therein) as additional or sole security for the payment of its obligations (whether general obligations, limited or special obligations, obligations payable only from designated sources or funds, or any other forms of obligations) incurred to finance (whether directly or by reimbursement of City funds previously expended for such purpose) (1) the acquisition of the property so conveyed or assigned, (2) the construction of any public facilities on such property, (3) the development of such property



including (without limitation) grading, road construction, and installation of water, sewers, and other utilities, to provide sites for industrial and commercial expansion and (4) any combination of (1), (2), and (3), provided, however, that (i) such property was or is to be acquired for a public purpose, including (without limitation) recreational facilities or the development of sites to promote industrial or commercial expansion, and (ii) the procedure prescribed by this section to authorize the borrowing of money shall be followed, and (iii) the ordinance authorizing such conveyance or assignment shall be adopted after a public hearing thereon held not less than ten (10) days after the first publication of notice of such hearing in a newspaper of general circulation in the City of Rockville.

- h. Nothing contained in this section shall be deemed or construed to impair the terms and conditions of any bonds or other obligations of the City of Rockville issued prior to the effective date of this section.
- i. The authority conferred by this section shall be in addition to other applicable authority, including the provisions of public general laws of the State of Maryland, and the Mayor and Council of Rockville shall be entitled to exercise all of the powers therein contained, notwithstanding the provisions of this section.

(Res. No. 8-78; Res. No. 39-72; Res. No. 19-69; Res. No. 48-67; Res. No. 47-67; Res. No. 24-60; Res. No. 11-15)

Editor's note— See generally Anno. Code of Md., Art. 31 for State provisions concerning municipal debts, bonds, securities, etc.

State Law reference— Creation of municipal public debt, Anno. Code of Md., Art. 23A, § 31 et seq.

Section 12. - Temporary Loans.

The Mayor and Council of Rockville, whenever, in its opinion, it is necessary for carrying out the municipal purposes of the City of Rockville, shall have the power to borrow from time to time upon the credit of said corporation such sum or sums as in its opinion may be necessary for such purposes, but the aggregate amount of such sums borrowed under the authority of this section shall at no time exceed one million dollars (\$1,000,000.00). In case money is so borrowed, it shall issue the promissory note or notes, or certificate or certificates of indebtedness of said corporation therefor, to be executed by the Mayor and the Clerk of Rockville under the seal of said corporation thereto affixed as evidence or evidences of indebtedness for said sum or sums so borrowed; and the sum or sums so borrowed and interest thereon shall be repaid from time to time as funds shall become available for that purpose from the funds of said City.

(Res. No. 8-78; Res. No. 51-67; Res. No. 74-64; Res. No. 24-60)

Editor's note— Res. No. 74-64 raised the temporary loan limit from one hundred thousand dollars (\$100,000.00) to five hundred thousand dollars (\$500,000.00) and Res. No. 51-67 raised the limit from five hundred thousand dollars (\$500,000.00) to one million dollars (\$1,000,000.00).

State Law reference— Creation of municipal public debt, Anno. Code of Md., Art. 23A, § 31 et seq.

Section 13. - Purchasing and Contracts.



05/01/2023

All purchases and contracts for the City government shall be made by the City Manager, or the Manager's authorized designee. The Council shall provide by ordinance for rules and regulations regarding purchases and contracts for the City.

(Res. No. 9-79; Res. No. 8-78; Res. No. 35-67; Res. No. 14-66; Res. No. 22-65; Res. No. 24-60; Res. No. 8-83, § 1, 1-31-83)

Editor's note— For application of "Little Miller Act" to municipalities, see Anno. Code of Md., State Finance and Procurement Article, § 17-102.

ARTICLE VIII - PERSONNEL^[3]

Footnotes:

--- (3) ---

Editor's note— Police officers are governed by the "Law Enforcement Officer's Bill of Rights," Anno. Code of Md., Art. 27, § 727 et seq.

Section 1. - Clerk to the Council.

The Council may appoint a Clerk, who shall also be the Director of Council Operations, (referred to as Clerk or City Clerk), and shall serve at its pleasure and at such compensation as it shall determine. The Clerk shall attend all meetings of the Council, keep a full and accurate account of its proceedings, and shall keep such other records and perform such other duties as may be required by this Charter or by the Council. Notwithstanding anything to the contrary in this Charter or the City Code, the City Clerk shall have authority over all personnel matters in the City Clerk's Office including, but not limited to, the management, classification, reclassification, supervision, hiring, suspension and removal of any employee in the City Clerk's Office.

(Res. No. 8-78; Res. No. 24-60; Res. No. 12-15)

Section 2. - City Attorney.

The Council may appoint a City Attorney who shall serve at its pleasure and at such compensation as it shall determine. The City Attorney shall be a member of the bar of the Maryland Court of Appeals. The City Attorney shall be the legal adviser of the City and shall perform such duties in this connection as may be required by the Council. The City shall have the power to employ such legal consultants as it deems necessary from time to time. Notwithstanding anything to the contrary in this Charter or the City Code, the City Attorney shall have authority over all personnel matters in the City Attorney's Office including, but not limited to, the management, classification, reclassification, supervision, hiring, suspension and removal of any employee in the City Attorney's Office.

(Res. No. 8-78; Res. No. 24-60; Res. No. 13-15)

Section 3. - Authority to Employ Personnel.



05/01/2023

The Council shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other authority and to operate the City government.

(Res. No. 8-78; Res. No. 24-60)

Section 4. - Merit System.

The Council may provide by ordinance for appointments and promotions in the classified civil service on the basis of merit and fitness. To carry out this purpose, the Council shall have the power to adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary. Among other things, these rules and regulations may provide for competitive examinations, the use of eligible lists, a classification plan, a compensation plan, a probation period, appeals by employees included within the classified service from dismissal or other disciplinary action, and vacation and sick leave regulations. The City may request and avail itself of the facilities of the State for the administration of its merit system, as provided in State law.

(Res. No. 8-78; Res. No. 24-60; Res. No. 23-87, § 1, 10-12-87)

Editor's note— See Anno. Code of Md., Art. 64A, § 39.

Section 5. - Civil Service.

- a. *Civil Service Divided Into Nonmerit and Merit Services.* The Civil Service of the City shall be divided into nonmerit and merit, which shall also be known as the classified civil service.
- b. *Nonmerit Service.* The nonmerit service shall be established by ordinance of the Mayor and Council and may include the following offices and positions:
 1. Heads of all departments;
 2. The Administrative Assistant to the City Manager;
 3. Assistant City Manager;
 4. Any new position authorized and approved by the Mayor and Council; [and]
 5. Part-time, temporary and unpaid offices and positions.
- c. *The Merit Service.* The merit service shall comprise all positions except those placed in the nonmerit service by resolution of the Mayor and Council or those appointed positions which are established by the Charter of the City of Rockville. All offices and positions included in the merit service shall be subject to any merit system rules and regulations which may be adopted.

(Res. No. 23-87, § 1, 10-12-87; Res. No. 18-89, § 1, 7-10-89)

Section 6. - Prohibitions.

- a. No person in the classified civil service of the City or seeking admission thereto shall be appointed, promoted, demoted, removed, or in any way discriminated against because of age (in accordance with applicable law), sex, race, ancestry, color, religion, sexual orientation, gender identity or expression, work-related injury claim, pregnancy, veteran status, political



05/01/2023

ideology, national origin, marital status, disability, genetics, political or union affiliation, or any other factors not related to ability to perform the work. No person shall wilfully or corruptly commit or attempt to commit any fraud preventing the impartial execution of the personnel provisions of this Charter or of the rules and regulations made thereunder; no officer or employee in the classified civil service of the City shall continue in such position after becoming a candidate for nomination or election to any City public office; no person seeking appointment to or promotion in the classified civil service of the City shall either directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or on account of or in connection with the appointment, proposed appointment, promotion, or proposed promotion of such person; no officer or employee of the City shall orally, by letter or otherwise, solicit or be in any manner concerned in soliciting any assessment, subscription, or contribution for any political party involved in City elections or for any political purpose related to City elections or City political issues from any person holding a position in the classified civil service of the City. No person holding a position in the classified civil service of the City shall take any part in the management, affairs, or political campaign of any political party involved in City elections or candidate for City public office.

- b. Any person who singly or with others wilfully or corruptly violates any of the provisions of this section shall be guilty of a misdemeanor and shall, upon conviction thereof, be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment for a term not exceeding ninety (90) days, or by both such fine and imprisonment. Any person who is convicted under this section shall for a period of five (5) years be ineligible for appointment to or employment in a position in the City service, and shall, if an officer or employee of the City, immediately forfeit said office or position.

(Res. No. 8-78; Res. 24-60; Res. No. 4-84, § 1, 1-23-84; Res. No. 23-87, § 1, 10-12-87; Res. No. 5-14, § 1, 6-2-14)

Editor's note— Res. No. 8-78 increased the maximum prison term from thirty (30) days to ninety (90) days so as to conform this section to Article XIV, Section 4 of this Charter which was similarly amended by Res. No. 11-76.

Section 7. - Retirement System.

The City shall have the power to do all things necessary to include its officers and employees, or any of them, within any retirement system or pension system under the terms of which they are admissible, and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the City.

(Res. No. 8-78; Res. No. 24-60; Res. No. 23-87, § 1, 10-12-87)

Section 8. - Compensation of Employees.

A salary schedule for all classified positions shall be set from time to time by the Council. The Council shall establish a uniform schedule of reimbursement for travel and other expenses for the classified civil service.

(Res. No. 8-78; Res. No. 24-60; Res. No. 23-87, § 1, 10-12-87)



05/01/2023

Editor's note— The City is subject to an order directing it to deduct certain amounts per week from the salary of an employee found to be the father of an illegitimate child and directing payment of such sum to the mother of the child. Mayor and Council of Rockville v. Randolph, 267 Md. 56, 296 A.2d. 574 (1972).

Section 9. - Employee Benefit Program.

The City is authorized and empowered to provide for and participate in hospitalization or other forms of benefit or welfare programs for its officers and employees, and to expend public monies of the City for such programs.

(Res. No. 8-78; Res. No. 24-60; Res. No. 23-87, § 1, 10-12-87)

ARTICLE IX - PUBLIC WAYS AND SIDEWALKS

Section 1. - Definition of Public Ways.

The term "public ways" as used in this Charter shall include all streets, avenues, roads, highways, public thoroughfares, viaducts, lanes and alleys.

(Res. No. 8-78; Res. No. 24-60)

Section 2. - Control of Public Ways.

The City shall have control of all public ways in the City except such as may be under the jurisdiction of the State. Subject to the laws of the State of Maryland and this Charter, the City may do whatever it deems necessary to establish, operate and maintain in good condition the public ways of the City.

(Res. No. 8-78; Res. No. 24-60)

Section 3. - Powers as to Public Ways.

The City shall have the power:

- a. To establish, regulate, and change from time to time the grade lines, width, and construction materials of any City public way or part thereof, bridges, curbs, and gutters.
- b. To grade, lay out, construct, open, extend, and make new City public ways.
- c. To grade, straighten, widen, alter, improve, or close up any existing City public way or part thereof.
- d. To pave, surface, repave, or resurface any City public way or part thereof.
- e. To install, construct, reconstruct, repair, and maintain curbs and/or gutters along any City public way or part thereof.
- f. To construct, reconstruct, maintain, and repair bridges.
- g. To name City public ways.
- h. To have surveys, plans, specifications, and estimates made for any of the above activities or projects or parts thereof.



05/01/2023

(Res. No. 8-78; Res. No. 24-60)

Section 4. - Powers as to Sidewalks.

The City shall have the power:

- a. To establish, regulate, and change from time to time the grade lines, width, and construction materials of any sidewalk or part thereof on City property along any public way or part thereof.
- b. To grade, lay out, construct, reconstruct, pave, repave, repair, extend, or otherwise alter sidewalks on City property along any public way or part thereof.
- c. To require that the owners of any property abutting on a sidewalk keep the sidewalk clear of all ice, snow, and other obstructions.
- d. To require and order the owner of any property abutting on any public way in the City to perform any projects authorized by this section at the owner's expense according to reasonable plans and specifications. If, after due notice, the owner fails to comply with the order within a reasonable time, the City may do the work, and the expense shall be a lien on the property and shall be collectible in the same manner as are City taxes or by suit at law.

(Res. No. 8-78; Res. No. 24-60)

ARTICLE X - WATER AND SEWERS

Section 1. - Mayor and Council Designated Water and Sewer Board; Power to Construct Facilities, etc.

The Mayor and Council of Rockville is hereby designated the Water and Sewer Board for Rockville. As such Board it is authorized and empowered to construct, operate and maintain a water system and water plant, a sanitary sewerage system and a sewage treatment plant, a storm water drainage system and storm water sewers; to construct, maintain, reconstruct, enlarge, alter, repair, improve, or dispose of all parts, installations, and structures of the above plants and systems; to have surveys, plans, specifications, and estimates made for any of the above plants and systems or parts thereof or the extension thereof; and to do all things it deems necessary for the efficient operation and maintenance of the above plants and systems. It is hereby vested with all the rights and powers necessary for the introduction of water into and the distribution thereof throughout said City and for the collection and disposal of sewage and storm waters.

(Res. No. 8-78; Res. No. 24-60)

Editor's note— See generally Anno. Code of Md., Health-Environmental Article § 9-701 et seq. for State law relating to municipal water and sewer systems.

Section 2. - Additional Powers.

The Board shall have full control over the said water, sewage, and storm water systems, with authority to employ or designate such officials, superintendents, employees, or agents as may be necessary or proper to carry on the same, and to purchase all supplies and materials needed in constructing, operating, maintaining, or conducting the same, and also to provide rules and



05/01/2023

regulations for the construction, operation and maintenance of said systems. The Board is further authorized and directed to make suitable provisions for the protection of the property in said City from fire providing a suitable number of fire plugs or public hydrants properly adapted to that purpose and conveniently situated for use.

(Res. No. 8-78; Res. No. 24-60)

Section 3. - Title to Property; Purchase and Condemnation of Property.

The title to said plants and systems, and all lands, estates, waterways, conduit pipes, buildings, structures, machinery and all other parts thereof whatever, and all property belonging and pertaining thereto shall, when completed or acquired vest in the Mayor and Council of Rockville. The Mayor and Council of Rockville is hereby authorized and empowered to acquire by purchase, gift, bequest, devise, lease, or by condemnation in accordance with the procedure provided in the Annotated Code of Maryland, any land, or property situated wholly or partly in said City of Rockville or Montgomery County, or any interest, franchise, easement, rights or privileges therein which may be required for the purpose of constructing, establishing and maintaining said plants and systems or extensions thereof.

(Res. No. 8-78; Res. No. 24-60)

Section 4. - Water and Sewer Bonds.

The Mayor and Council of Rockville is authorized and empowered to borrow money in such amounts and from time to time as may be necessary to carry out the powers set forth in this Article and to evidence such borrowing by the issue and sale of its bonds as authorized and in the manner prescribed by Article VII, Section 11 of the Charter of Rockville, or as may be otherwise permitted by law. Nothing contained in this section shall be deemed or construed to impair the terms and conditions of any bonds, notes or other obligations of the City issued prior to the effective date of this section.

(Res. No. 8-78; Res. No. 24-60)

Section 5. - Annual Levy for Maintenance; Service Charges.

The Mayor and Council of Rockville is hereby empowered to provide by ordinance for raising sufficient annual revenue to provide for the construction, maintenance, operation and repair of its said water, sewerage and storm water drainage plants and systems. In addition to its power to levy an ad valorem tax on the assessable property within the corporate limits of said City, it shall have the power to charge and collect such service rates, water rents, ready to serve charges, or other charges as it deems necessary for water supplied and for the removal of sewage. If, after being billed, such charges are unpaid within thirty (30) days, the service may be discontinued. All such charges shall be a lien on the property served by said systems, collectible in the same manner as annual municipal taxes or by suit at law.

(Res. No. 8-78; Res. No. 24-60)

Section 6. - Adjustment; Removal of Private Facilities; Enforcement; Penalties.



05/01/2023

All individuals and corporations lawfully having buildings, structures, works, conduits, mains, pipes, tracks or other physical obstructions in, over or under the streets, alleys, highways or any public way in the City, which shall block or impede the progress of water, sewerage, and storm water drainage systems, when in progress of construction and establishment, shall, upon reasonable notice from the Water and Sewer Board, properly so shift, adjust, accommodate or remove the same at their own cost and expense, as to meet fully the exigencies occasioning such notice; and if any such individual or corporation shall refuse, neglect or fail, after such reasonable notice, to discharge any duty imposed by this section, said individual or corporation shall, in addition to but not in substitution for any other remedy or remedies that the Water and Sewer Board may have in the premises, be subject to a fine of one hundred dollars (\$100.00) for each and every offense, and also to an additional fine of fifty dollars (\$50.00) per day for every day that said refusal, neglect or failure shall continue; said fines to be collected as other fines in the City of Rockville are collected.

(Res. No. 8-78; Res. No. 24-60)

Section 7. - Placing Public Service Structures.

Any public service corporation, company, or individual, before beginning any construction of, or placing of, or changing the location of any main, conduit, pipe, or other structure in the public ways of the City, shall submit plans to the Water and Sewer Board and obtain written approval upon such conditions and subject to such limitations as may be imposed by the Board or officers acting on its authority. Any public service corporation, company, or individual violating the provisions of this section shall be guilty of a misdemeanor. If any unauthorized main, conduit, pipe, or other structure interferes with the operation of the water, sewerage, or storm water systems, the Board may order it removed.

(Res. No. 8-78; Res. No. 24-60)

Section 8. - Compelling Connections, etc.

The Council shall have power to pass, and to enforce by suitable penalties, such ordinances as may be found necessary to protect the water, sewerage and storm water drainage plants and systems hereinbefore mentioned and to require the connection of all houses, buildings and other structures within the present or future corporate limits of the City of Rockville with the water and sanitary sewer mains constructed or to be constructed and generally to pass and enforce all ordinances which it may deem proper for the health and cleanliness of the City. The Board shall provide a connection with water and sanitary sewer mains for all property abutting on any public way in which a sanitary sewer or water main is laid. When any water main or sanitary sewer is declared ready for operation by the Board, all abutting property owners, after reasonable notice, shall connect all fixtures with the water or sewer main. The Board may require that, if it considers existing fixtures unsatisfactory, satisfactory ones be installed and may require that all cesspools, sink drains, and privies be abandoned, filled, removed or left in such a way as not to injure public health. All wells found to be polluted or a menace to health may be ordered to be abandoned and closed by the Board. Any violation of an ordinance passed under the provisions of this section may be made a misdemeanor.

(Res. No. 8-78; Res. No. 24-60)

Section 9. - Charges.



05/01/2023

The Mayor and Council of Rockville may make a reasonable charge for each connection made to the City's water or sewer mains. This charge shall be uniform throughout the City, but may be changed from year to year. Arrangements for the payment of this charge shall be made before the connection is made.

(Res. No. 8-78; Res. No. 24-60)

Section 10. - Changes in Plumbing, etc., to Prevent Waste or Improper Use.

In order to prevent any leakage or waste of water or other improper use of the City's water system or sewage disposal system, the Board may require such changes in plumbing, fixtures or connections as it deems necessary to prevent such waste or improper use.

(Res. No. 8-78; Res. No. 24-60)

Section 11. - Private Systems.

The Council may by ordinance provide that no water supply, sewerage, or storm water drainage system, and no water mains, sewers, drains or connections therewith, shall be constructed or operated by any person or persons, firm, corporation, institution, or community, whether upon private premises or otherwise, and may provide that cesspools or other private methods of sewage disposal shall be operated and maintained in such a manner that they do not and will not be likely to affect adversely the public comfort and health, and any cesspool or other private method of sewage disposal affecting or likely to affect adversely the public comfort and health may be deemed a nuisance and may be abated by the Council. Any violation of an ordinance passed under the provisions of this section may be made a misdemeanor.

(Res. No. 8-78; Res. No. 24-60)

Section 12. - Extensions Beyond Boundaries.

The Mayor and Council of Rockville shall have the power to extend its water or sewerage system beyond the City limits.

(Res. No. 8-78; Res. No. 24-60)

Editor's note— The City cannot be compelled to extend sewer and water service to property located outside its corporate limits and not located in an area where the City has already been supplying water or sewerage service. *Mayor and Council of Rockville v. Goldberg*, 257 Md. 563, 264 A.2d 113 (1970).

Section 13. - Right of Entry.

Any employee or agent of the Mayor and Council of Rockville or said Board, while in the necessary pursuit of official duties with regard to the water or sewage disposal systems operated by the said Board, shall have the right of entry, for access to water or sewer installations, at all reasonable hours, and, after reasonable advance notice to the owner, tenant, or person in possession, upon any premises and into any building in the City or in the County served by the City's water or sewage disposal system. Any restraint or hindrance offered to such entry by any owner,



05/01/2023

tenant, or person in possession, or the agent of any of them, may, by ordinance, be made a misdemeanor.

(Res. No. 8-78; Res. No. 24-60)

Section 14. - Pollution of Water Supply.

No person shall do anything which will discolor, pollute, or attempt to pollute any water used or to be used in the City water supply system. Any violation of the provisions of this section shall be a misdemeanor.

(Res. No. 8-78; Res. No. 24-60)

Section 15. - Contracts.

The Mayor and Council of Rockville, if it deems advisable, may contract with any party or parties or any Federal, State or other governmental agency, inside or outside of the City, to obtain or to furnish water or to provide for the collection or removal of sewage.

(Res. No. 8-78; Res. No. 24-60)

Section 16. - Special Assessments.

The Mayor and Council of Rockville shall have the power to levy and collect taxes in the form of special assessments upon property in a limited and determinable area for special benefits conferred upon such property by the installation or construction of water mains, sanitary sewer mains, storm water sewers, curbs and gutters, and to provide for the payment of all or any part of the above projects out of the proceeds of such special assessment. The authority to levy and collect such assessments shall be carried out in accordance with the procedures established for the making of similar assessments for other public improvements by the Mayor and Council of Rockville and shall include the authority to provide for the financing of said projects in the same manner and subject to the same restrictions.

(Res. No. 8-78; Res. No. 24-60)

ARTICLE XI - SPECIAL ASSESSMENTS

Section 1. - Streets, Sidewalks, etc.; Water and Sewers; Special Assessments, Borrowing Money, etc.

- a. The Council is authorized and empowered whenever in its judgment, the public health, safety, welfare, comfort, or convenience requires it, to grade, construct, reconstruct, pave, provide streetlighting, landscaping or other public amenities, or otherwise improve any street, sidewalk, alley, curb and gutter, public highway, or any public right-of-way or property, or parts thereof, at such time and to such extent and of such materials and in such manner as shall be provided by ordinance and to purchase, contract to purchase, lay or contract to lay water mains and trunk and lateral sewers in said City and to pay the costs of all such work and assess said cost, or any part thereof, against the abutting property and any other properties benefited thereby as hereinafter provided in this section. For the purposes of this section, the term "water mains"



05/01/2023

shall include fire hydrants, meters, valves and connections and all other service equipment. The foregoing action may be initiated by the Council on its own motion without the filing of a petition by property owners hereinafter provided for.

- b. Whenever a petition in writing, duly signed by the owners of at least twenty (20) percent of the front footage of all the property abutting upon or to be benefited by any such proposed public improvement, shall be filed with the Council praying for the construction of any public improvement herein mentioned, the Council shall, after having given the notice prescribed in the following subsection, hold a public hearing upon the matter of such petition, and shall, as soon thereafter as may be convenient, render its decision thereon granting or denying the said application, as in its judgment the public health, safety, welfare, comfort, or convenience may require; provided, however, that in case the Council shall grant such petition, it shall thereupon proceed in all respects in the manner and in the form hereinafter provided in this section.
- c. Before entering upon the construction of any work or improvement specified herein, the Council shall by ordinance designate the location, extent and kind of work or improvement proposed to be done or made, the kind of materials to be used, the estimated cost of the improvement and the real property which will be specially benefited thereby and which it is proposed to assess to pay all or any part of the cost thereof, and shall fix a time and place when and where the owner or owners of the property to be so assessed therefor can be heard in reference thereto. Notice of such hearing, embodying the substance of said ordinance, shall be served upon the owners of said properties by mailing a copy thereof to their last known post office address of record and by publishing said notice two (2) times in some newspaper of general circulation in said City, the last publication to be not less than three (3) days before said hearing.
- d. If after the hearing the Council shall be of the opinion that the public health, safety, welfare, comfort, or convenience requires the work or improvement proposed to be done or made, it shall provide by ordinance for the same and may charge the expense thereof or any part of such expense against the property which it shall find to be specially benefited thereby according to the front foot rule of apportionment or some other equitable basis as may be determined by it; and the Council shall include as a part of the cost of said work to be assessed against the benefited property the cost of said work embraced in street intersections and exemptions on corner lots or irregular shaped lots, the actual interest charges covering the term of indebtedness on the certificates issued for such public work and a reasonable percentage for advertising, clerical work and other miscellaneous expenses in connection with said work, and the items above stated are hereby declared to be a part of the cost of said public work. The Council shall also provide in said ordinance the time and terms upon which payment of said assessments for said work and improvements shall be made by said property owners, the rate of interest, if any, that shall be charged upon deferred payments and shall provide penalties for failure to pay any deferred payment when due. The ordinance may temporarily exempt certain properties from the assessment, in whole or in part, until a date certain and/or the occasion of a specific event or change in circumstances, provided that such exemption is made pursuant to legislation duly adopted by the Council which shall provide for, among other things, certain criteria and/or standards for properties entitled to an exemption. An assessment made pursuant to this Article shall be a lien upon the property against which it is charged superior to all other liens from the date of the approval of such assessment by the Council. Any person aggrieved by the levy of a special assessment in accordance with the provisions of this Article may appeal the same to the Circuit Court for Montgomery County. Such appeal shall be taken according to the Maryland Rules set forth in Title 7. Appeals of the decision or judgment of the Circuit Court may be taken to the Court of Special Appeals and Court of Appeals as prescribed by the Maryland Rules.



05/01/2023

- e. In the event that provision shall be made for the payment of the assessment aforesaid in installments, upon a failure to pay any one (1) or more of said installments when the same shall become due, the whole amount thereof and of such assessment shall immediately become due and payable. All assessments levied hereunder whenever the same shall become overdue according to the terms of the ordinance providing therefor, or by reason of the nonpayment of any installment thereof, may be collected by action in equity to be brought in the county in which the land so assessed is situated or in the same manner as general taxes due said City are now or may hereafter be collected, and any sale made for the nonpayment of such assessment and any deed made pursuant to such sale shall be entitled to all the presumptions as to validity that now or may hereafter attach to sales and deeds made for default in payment of general taxes due said City; and when any real property assessed as herein provided for shall become liable to sale for any other assessment of tax whatsoever, then the assessment levied under this section shall become immediately due and payable, and the property against which they are levied may be sold therefor together with accrued interest thereon and costs to day of sale. If any sale made hereunder shall be set aside for failure to comply with the terms hereof, that fact shall not bar the right of said City to collect said assessment and enforce the lien thereof by equitable suit as aforesaid.
- f. Any person or persons desiring the construction of any public work authorized under the provisions of this section may petition the Council in writing therefor; and if all the abutting property affected is represented in said petition and the petitioners agree therein to a waiver of legal requirements hereunder the Council may direct the construction of said work without compliance with said legal requirements and may assess the cost thereof in accordance herewith as though all legal requirements had been complied with; and said construction and assessments are hereby declared to be legal and valid as in this section provided.
- g. To carry out the provisions of this section, the said Council may borrow such sums from time to time as may be needed to make such improvements pursuant to the authority set forth in Section 11 of Article VII of this Charter. Any obligations so incurred shall be general obligations of the City of Rockville and shall be payable first from the special assessments levied under the provisions of this section; and, in the event of any deficiency occurring in the amount received from said special assessment, the Council shall, and it is hereby directed to, make up such deficiency from the proceeds of ad valorem taxes which the Mayor and Council of Rockville shall levy upon all property within the present or future corporate limits of the City subject to assessments for full municipal taxation, without any limitation as to rate or amount.
- h. If it be necessary, in the judgment of the Council, to reconstruct any public improvement or to make permanent repairs thereto, such reconstruction or repairs may be authorized and directed by the Council under the provisions of this section and all or any part of the cost thereof assessed in accordance herewith. This section shall be applicable to any existing public work. In addition, the Council is authorized to adopt legislation establishing the procedures whereby periodic, continuing, and on-going repairs and maintenance of a public improvement may be specially assessed.

(Res. No. 39-78; Res. No. 8-78; Res. No. 42-71; Res. No. 60-69; Res. No. 25-66; Res. No. 80-65; Res. No. 24-60; Res. No. 7-83, § 1, 1-31-83; Res. No. 30-93, § 1, 12-13-93)

ARTICLE XII - CITY PROPERTY

Section 1. - Acquisition, Possession and Disposal.



05/01/2023

The City may acquire real, personal, or mixed property within or without the corporate limits of the City for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease or otherwise dispose of any property belonging to the City. All municipal property, funds, and franchises of every kind belonging to or in the possession of the City (by whatever prior name known) at the time this section becomes effective are vested in the City, subject to the terms and conditions thereof.

(Res. No. 8-78; Res. No. 24-60)

Section 2. - Condemnation.

The City shall have the power to condemn property of any kind, or interest therein or franchise connected therewith, in fee or as an easement, within or without the corporate limits of the City, for any public purpose. Any activity, project, or improvement authorized by the provisions of this Charter or any other State law applicable to the City shall be deemed to be a public purpose. The manner of procedure in case of any condemnation proceeding shall be that established in the Annotated Code of Maryland.

(Res. No. 8-78; Res. No. 23-63; Res. No. 24-60)

Section 3. - City Buildings.

The City shall have the power to acquire, to obtain by lease or rent, to purchase, construct, reconstruct, repair, alter, operate, and maintain all buildings and structures it deems necessary for the operation of the City government.

(Res. No. 8-78; Res. No. 24-60)

Section 4. - Protection of City Property.

The City shall have the power to do whatever may be necessary to protect City property and to keep all City property in good condition.

(Res. No. 8-78; Res. No. 24-60)

ARTICLE XIII - REDEVELOPMENT-URBAN RENEWAL

Section 1. - Definitions.

The following terms wherever used or referred to in this Article shall have the following meanings, unless a different meaning is clearly indicated by the context:

- a. "Federal Government" shall mean the United States of America or any agent or instrumentality, corporate or otherwise, of the United States of America.
- b. "Slum Area" shall mean any area where dwellings predominate which, by reason of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals.



05/01/2023

- c. "Blighted Area" shall mean an area in which a majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.
- d. "Urban Renewal Project" shall mean undertakings and activities of a municipality in an urban renewal area for the elimination and for the prevention of the development or spread of slums and blight, and may involve slum clearance and redevelopment in an urban renewal area, or rehabilitation or conservation in an urban renewal area, or any combination or part thereof in accordance with an urban renewal plan. Such undertakings and activities may include:
 - (1) Acquisition of a slum area or a blighted area or portion thereof;
 - (2) Demolition and removal of buildings and improvements;
 - (3) Installation, construction or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out in the urban renewal area the urban renewal objectives of this Article in accordance with the urban renewal plan;
 - (4) Disposition of any property acquired in the urban renewal area including sale, initial leasing or retention by the municipality itself, at its fair value for uses in accordance with the urban renewal plan;
 - (5) Carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements in accordance with the urban renewal plan;
 - (6) Acquisition of any other real property in the urban renewal area where necessary to eliminate unhealthful, unsanitary or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise to remove or prevent the spread of blight or deterioration, or to provide land for needed public facilities; and
 - (7) The preservation, improvement or embellishment of historic structures or monuments.
- e. "Urban Renewal Area" shall mean a slum area or a blighted area or a combination thereof which the municipality designates as appropriate for an urban renewal project.
- f. "Urban Renewal Plan" shall mean a plan, as it exists from time to time, for an urban renewal project, which plan (1) shall substantially conform to the master plan of the municipality as a whole, and (2) shall be sufficiently complete to indicate such land acquisition, demolition and removal of structures, redevelopment, improvements, and rehabilitation as may be proposed to be carried out in the urban renewal area, zoning and planning changes, if any, land uses, maximum density and building requirements.
- g. "Bonds" shall mean any bonds (including refunding bonds), notes, interim certificates, certificates of indebtedness, debentures or other obligations.
- h. "Person" shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and shall include any trustee, receiver, assignee, or other person acting in similar representative capacity.
- i. "Municipality" shall mean the Mayor and Council of Rockville, a municipal corporation of this State.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)



05/01/2023

Editor's note— The provisions relating to redevelopment-urban renewal were added to the City's Charter by Chapter 826 of the 1961 Laws of Maryland. The Maryland General Assembly subsequently amended those provisions by Chapter 700 of the 1967 Laws of Maryland and by Chapter 241 of the 1975 Laws of Maryland. Res. No. 8-78 made no substantive changes in those provisions, changing primarily capitalization and section designations so as to be stylistically compatible with the remainder of the Charter.

Section 2. - Powers.

The municipality is hereby authorized and empowered to carry out urban renewal projects which shall be limited to slum clearance in slum or blighted areas and redevelopment or the rehabilitation of slum or blighted areas; to acquire in connection with such projects, within the corporate limits of the municipality, land and property of every kind and any right, interest, franchise, easement or privilege therein, including land or property and any right or interest therein already devoted to public use, by purchase, lease, gift, condemnation or any other legal means; to sell, lease, convey, transfer or otherwise dispose of any of said land or property, regardless of whether or not it has been developed, redeveloped, altered or improved and irrespective of the manner or means in or by which it may have been acquired, to any private, public or quasi-public corporation, partnership, association, person or other legal entity. No land or property taken by the municipality for any of the aforementioned purposes or in connection with the exercise of any of the powers which by this Article are granted to the municipality by exercising the power of eminent domain shall be taken without just compensation, as agreed upon between the parties, or awarded by a jury, being first paid or tendered to the party entitled to such compensation. All land or property needed or taken by the exercise of the power of eminent domain by the municipality for any of the aforementioned purposes or in connection with the exercise of any of the powers granted by this Article is hereby declared to be needed or taken for public uses and purposes. Any or all of the activities authorized pursuant to this section shall constitute governmental functions undertaken for public uses and purposes and the power of taxation may be exercised, public funds expended and public credit extended in furtherance thereof. The municipality is hereby granted the following additional powers which are hereby found and declared to be necessary and proper to carry into full force and effect the specific powers hereinbefore granted and to fully accomplish the purposes and objects contemplated by the provisions of this section:

- a. To make or have made all surveys and plans necessary to the carrying out of the purposes of this Article and to adopt or approve, modify and amend such plans, which plans may include but shall not be limited to: (1) plans for carrying out a program of voluntary or compulsory repair and rehabilitation of buildings and improvements, (2) plans for the enforcement of codes and regulations relating to the use of land and the use and occupancy of buildings and improvements and to the compulsory repair, rehabilitation, demolition, or removal of buildings and improvements, and (3) appraisals, title searches, surveys, studies, and other plans and work necessary to prepare for the undertaking of urban renewal projects and related activities; and to apply for, accept and utilize grants of funds from the Federal Government for such purposes;
- b. To prepare plans for the relocation of persons (including families, business concerns and others) displaced from an urban renewal area, and to make relocation payments to or with respect to such persons for moving expenses and losses of property for which reimbursement or compensation is not otherwise made, including the making of such payments financed by the Federal Government;
- c. To appropriate such funds and make such expenditures as may be necessary to carry out the purposes of this Article, and to levy taxes and assessments for such purposes; to



05/01/2023

borrow money and to apply for and accept advances, loans, grants, contributions and any other form of financial assistance from the Federal Government, the State, County or other public bodies, or from any sources, public or private, for the purposes of this Article, and to give such security as may be required therefor; to invest any urban renewal funds held in reserves or sinking funds or any such funds not required for immediate disbursement, in property or securities which are legal investments for other municipal funds;

- d. To hold, improve, clear or prepare for redevelopment any property acquired in connection with urban renewal projects; to mortgage, pledge, hypothecate or otherwise encumber such property; to insure or provide for the insurance of such property or operations of the municipality against any risks or hazards, including the power to pay premiums on any such insurance;
- e. To make and execute all contracts and other instruments necessary or convenient to the exercise of its powers under this Article, including the power to enter into agreements with other public bodies or agencies (which agreements may extend over any period, notwithstanding any provision or rule of law to the contrary), and to include in any contract for financial assistance with the Federal Government for or with respect to an urban renewal project and related activities such conditions imposed pursuant to Federal laws as the municipality may deem reasonable and appropriate;
- f. To enter into any building or property in any urban renewal area in order to make inspections, surveys, appraisals, soundings or test borings, and to obtain an order for this purpose from the Circuit Court for the county in which the municipality is situated in the event entry is denied or resisted;
- g. To plan, replan, install, construct, reconstruct, repair, close or vacate streets, roads, sidewalks, public utilities, parks, playgrounds, and other public improvements in connection with an urban renewal project; and to make exceptions from building regulations;
- h. To generally organize, coordinate and direct the administration of the provisions of this Article as they apply to such municipality in order that the objective of remedying slum and blighted areas and preventing the causes thereof within such municipality may be most effectively promoted and achieved;
- i. To exercise all or any part or combination of powers herein granted.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 3. - Establishment of Urban Renewal Agency.

The municipality may itself exercise all the powers granted by this Article, or may, if its legislative body by ordinance determines such action to be in the public interest elect to have such powers exercised by a separate public body or agency as hereinafter provided. In the event said legislative body makes such determination, it shall proceed by ordinance to establish a public body or agency to undertake in the municipality the activities authorized by this Article. Such ordinance shall include provisions establishing the number of members of such public body or agency, the manner of their appointment and removal, the terms of said members and their compensation. The ordinance may include such additional provisions relating to the organization of said public body or agency as may be necessary. In the event the legislative body enacts such an ordinance, all of the powers by this Article granted to the municipality shall, from the effective date of said ordinance, be vested in the public body or agency thereby established, except:



05/01/2023

- (a) The power to pass a resolution to initiate an urban renewal project pursuant to Section 4 of this Article.
- (b) The power to issue general obligation bonds pursuant to Section 9 of this Article.
- (c) The power to appropriate funds, and to levy taxes and assessments pursuant to Section 2.c. of this Article.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 4. - Initiation of Project.

In order to initiate an urban renewal project, the legislative body of the municipality shall adopt a resolution which:

- a. Tentatively finds that one (1) or more slum or blighted areas exist in such municipality;
- b. Locates and defines the said slum or blighted areas;
- c. Finds that the rehabilitation, redevelopment, or a combination thereof, of such area or areas, is necessary in the interest of the public health, safety, morals or welfare of the residents of such municipality.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 5. - Preparation and Approval of Plan for Urban Renewal Project.

The municipality, in order to carry out the purposes of this Article, shall prepare or cause to be prepared an urban renewal plan for slum or blighted areas in the municipality, and shall formally approve such plan. Prior to its approval of an urban renewal project, the municipality shall submit such plan to the planning body of the municipality, for review and recommendations as to its conformity with the master plan for the development of the municipality as a whole. The planning body shall submit its written recommendation with respect to the proposed urban renewal plan to the municipality within sixty (60) days after receipt of the plan for review; upon receipt of the recommendations of the planning body, or, if no recommendations are received within said sixty (60) days, then without such recommendations, the municipality may proceed with a public hearing on the proposed urban renewal project and the plan therefor. The municipality shall hold a public hearing on an urban renewal project and the plan therefor after public notice thereof by publication in a newspaper having a general circulation within the corporate limits of the municipality. The notice shall describe the time, date, place and purpose of the hearing, shall generally identify the urban renewal area covered by the plan, and shall outline the general scope of the urban renewal project under consideration. Following such hearing, the municipality may approve an urban renewal project and the plan therefor if it finds that: (1) The prospective urban renewal area, or any part thereof, is in fact a slum or blighted area; (2) a feasible method exists for the location of any families who will be displaced from the urban renewal area in decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families; (3) the urban renewal plan substantially conforms to the master plan of the municipality as a whole; and (4) the urban renewal plan will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the urban renewal area by private enterprise.

An urban renewal plan may be modified at any time, provided, that if modified after the lease or sale of real property in the urban renewal project area, the modification may be conditioned upon



05/01/2023

such approval of the owner, lessee or successor in interest as the municipality may deem advisable and in any event shall be subject to such rights at law or in equity as a lessee or purchaser, or his successor or successors in interest, may be entitled to assert. Where the proposed modification will substantially change the urban renewal plan as previously approved by the municipality, the modification shall be formally approved by the municipality, as in the case of an original plan.

Upon the approval by the municipality of an urban renewal plan or of any modification thereof, such plan or modification shall be deemed to be in full force and effect for the respective urban renewal area and the municipality may then cause such plan or modification to be carried out in accordance with its terms.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 6. - Disposal of Property in Urban Renewal Area.

- a. The municipality may sell, lease or otherwise transfer real property or any interest therein acquired for it by an urban renewal project, for residential, recreational, commercial, industrial, educational or other uses or for public use, or may retain such property or interest for public use, in accordance with the urban renewal plan, subject to such covenants, conditions and restrictions, including covenants running with the land, as it may deem to be necessary or desirable to assist in preventing the development or spread of future slums or blighted areas or to otherwise carry out the purposes of this Article. The purchasers or lessees and their successors and assigns shall be obligated to devote such real property only to the uses specified in the urban renewal plan, and may be obligated to comply with such other requirements as the municipality may determine to be in the public interest, including the obligation to begin within a reasonable time any improvements on such real property required by the urban renewal plan. Such real property or interest shall be sold, leased, otherwise transferred, or retained at not less than its fair value for uses in accordance with urban renewal plan. In determining the fair value of real property for uses in accordance with the urban renewal plan, the municipality shall take into account and give consideration to the uses provided in such plan; the restrictions upon, and the covenants, conditions and obligations assumed by the purchaser or lessee or by the municipality retaining the property; and the objectives of such plan for the prevention of the recurrence of slum or blighted areas. The municipality in any instrument of conveyance to a private purchaser or lessee shall provide that such purchaser or lessee shall be without power to sell, lease or otherwise transfer the real property without the prior written consent of the municipality until he has completed the construction of any or all improvements which he has obligated himself to construct thereon. Real property acquired by the municipality which, in accordance with the provisions of the urban renewal plan, is to be transferred, shall be transferred as rapidly as feasible in the public interest consistent with the carrying out of the provisions of the urban renewal plan. Any contract for such transfer and the urban renewal plan (or such part or parts of such contract or plan as the municipality may determine) may be recorded in the Land Records of the County in which the municipality is situated in such manner as to afford actual or constructive notice thereof.
- b. The municipality may dispose of real property in an urban renewal area, regardless of whether or not it has been developed, redeveloped, altered or improved and irrespective of the manner or means in or by which it may have been acquired, to the United States of America or the State of Maryland, or any department or agency thereof, or to any private, public or quasi-public corporation, partnership, association, person or other legal entity, for development or redevelopment, including but not limited to, the comprehensive renovation or rehabilitation thereof without public bidding but only after a public hearing, notice of which shall be given by



05/01/2023

publication for not less than once a week for two (2) weeks in a newspaper of general circulation published in Montgomery County, Maryland, which notice shall set forth the names of the prospective transferees and the total land price. The municipality may execute and deliver contracts, deeds, leases and other instruments and take all steps necessary to effectuate any transfer in an urban renewal area.

- c. The municipality may temporarily operate and maintain real property acquired by it in an urban renewal area for or in connection with an urban renewal project pending the disposition of the property as authorized in this Article, without regard to the provisions of subsection a. above, for such uses and purposes as may be deemed desirable even though not in conformity with the urban renewal plan.
- d. Any instrument executed by the municipality and purporting to convey any right, title or interest in any property under this Article shall be conclusively presumed to have been executed in compliance with the provisions of this Article insofar as title or other interest of any bona fide purchasers, lessees or transferees of such property is concerned.

(Res. No. 8-78; 1967 Laws of Md., Ch. 700, § 1; 1961 Laws of Md., Ch. 826, § 1)

Section 7. - Eminent Domain.

Condemnation of land or property under the provisions of this Article shall be in accordance with the procedure provided in the Annotated Code of Maryland and acts amendatory thereof or supplementary thereto.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 8. - Encouragement of Private Enterprise.

The municipality, to the greatest extent it determines to be feasible in carrying out the provisions of this Article, shall afford maximum opportunity, consistent with the sound needs of the municipality as a whole, to the rehabilitation or redevelopment of any urban renewal area by private enterprise. The municipality shall give consideration to this objective in exercising its powers under this Article.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 9. - General Obligation Bonds.

For the purpose of financing and carrying out of an urban renewal project and related activities, the municipality may issue and sell its general obligation bonds. Any bonds issued by the municipality pursuant to this section shall be issued in the manner and within the limitations prescribed by applicable law for the issuance and authorization of general obligation bonds by such municipality, and also within such limitations as shall be determined by said municipality.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)

Section 10. - Parking.



05/01/2023

For the purpose of financing the design, construction, establishment, extension, alteration, operation or acquisition of public parking facilities in connection with an urban renewal project, the municipality is authorized to create within its corporate limits special taxing districts for such purposes and to levy on all real and personal property subject to ordinary city taxes located within said special taxing districts an ad valorem tax at a rate sufficient to provide adequate annual revenues to pay the principal and interest on any bonds or other obligations of such municipality issued for such purposes as the said principal and interest may become due. All such taxes shall be levied in the same manner, upon the same assessments, for the same period or periods and as of the same date or dates of finality as are now or may hereafter be prescribed for ordinary city taxes.

(Res. No. 8-78; 1963 Laws of Md., Ch. 646, § 1)

Section 11. - Revenue Bonds.

In addition to the authority conferred by Section 9 of this Article, the municipality shall have the power to issue revenue bonds to finance the undertaking of any urban renewal project and related activities, and shall also have power to issue refunding bonds for the payment or retirement of such bonds previously issued by it. Such bonds shall be made payable, as to both principal and interest, solely from the income, proceeds, revenues, and funds of the municipality derived from or held in connection with its undertaking and carrying out of urban renewal projects under this Article; provided, however, that payment of such bonds, both as to principal and interest, may be further secured by a pledge of any loan, grant or contribution from the Federal Government or other source, in aid of any urban renewal projects of the municipality under this Article, and by a mortgage of any such urban renewal projects, or any part thereof, title to which is in the municipality. In addition, the municipality may enter into an Indenture of Trust with any private banking institution of this State having trust powers and may make in such indenture of trust such covenants and commitments as may be required by any purchaser for the adequate security of said bonds.

- (1) Bonds issued under this section shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction, shall not be subject to the provisions of any other law or charter relating to the authorization, issuance or sale of bonds, and are hereby specifically exempted from the restrictions contained in sections 9, 10 and 11 of Article 31 of the Annotated Code of Maryland, 1957 Edition, as amended. Bonds issued under the provisions of this Article are declared to be issued for an essential public and governmental purpose and, together with interest thereon and income therefrom, shall be exempted from all taxes.
- (2) Bonds issued under this section shall be authorized by resolution or ordinance of the legislative body of the municipality and may be issued in one (1) or more series and shall bear such date or dates, shall mature at such time or times, bear interest at such rate or rates, be in such denomination or denominations, be in such form either with or without coupon or registered, carry such conversion or registration privileges have such rank or priority, be executed in such manner, be payable in such medium or payment, at such place or places, and be subject to such terms of redemption (with or without premium), be secured in such manner, and have such other characteristics, as may be provided by such resolution or trust indenture or mortgage issued pursuant thereto.
- (3) Such bonds may be sold at not less than par at public sales held after notice published prior to such sale in a newspaper having a general circulation in the area in which the municipality is located and in such other medium of publication as the municipality may determine or may be exchanged for other bonds on the basis of par; provided, that such bonds may be sold to the Federal Government at private sale at not less than par, and, in the event less than all of the



05/01/2023

authorized principal amount of such bonds is sold to the Federal Government, the balance may be sold at private sale at not less than par at an interest cost to the municipality of not to exceed the interest cost to the municipality of the portion of the bonds sold to the Federal Government.

- (4) In case any of the public officials of the municipality whose signatures appear on any bonds or coupons issued under this Article shall cease to be such officials before the delivery of such bond or, in the event any such officials shall have become such after the date of issue thereof, said bonds shall nevertheless be valid and binding obligations of said municipality in accordance with their terms. Any provision of any law to the contrary notwithstanding, any bonds issued pursuant to this Article shall be fully negotiable.
- (5) In any suit, action or proceeding involving the validity or enforceability of any bond issued under this Article or the security therefor, any such bond reciting in substance that it has been issued by the municipality in connection with an urban renewal project, as herein defined, shall be conclusively deemed to have been issued for such purpose and such project shall be conclusively deemed to have been planned, located and carried out in accordance with the provisions of this Article.
- (6) All banks, trust companies, bankers, savings banks and institutions, building and loan associations, savings and loan associations, investment companies and other persons carrying on a banking or investment business; all insurance companies, insurance associations, and other persons carrying on an insurance business; and all executors, administrators, curators, trustees, and other fiduciaries, may legally invest any sinking funds, monies, or other funds belonging to them or within their control in any bonds or other obligations issued by the municipality pursuant to this Article, provided that such bonds and other obligations shall be secured by an agreement between the issuer and the Federal Government in which the issuer agrees to borrow from the Federal Government and the Federal Government agrees to lend to the issuer, prior to the maturity of such bonds or other obligations, monies in an amount which (together with any other monies irrevocably committed to the payment of principal and interest on such bonds or other obligations) will suffice to pay the principal of such bonds or other obligations with interest to maturity thereon, which monies under the terms of said agreement are required to be used for the purpose of paying the principal of and the interest on such bonds or other obligations at their maturity. Such bonds and other obligations shall be authorized security for all public deposits. It is the purpose of this section to authorize any persons, political subdivisions and officers, public or private, to use any funds owned or controlled by them for the purchase of any such bonds or other obligations. Nothing contained in this section with regard to legal investments shall be construed as relieving any person of any duty of exercising reasonable care in selecting securities.

(Res. No. 8-78; 1975 Laws of Md., Ch. 241, § 1; 1961 Laws of Md., Ch. 826, § 1)

Section 12. - Separability.

If any provision of this Article, or the application thereof to any person or circumstances, is held invalid, the remainder of the Article and the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. The powers conferred by this Article shall be in addition and supplemental to the powers conferred by any other law.

(Res. No. 8-78; 1961 Laws of Md., Ch. 826, § 1)



05/01/2023

ARTICLE XIV - GENERAL PROVISIONS

Section 1. - Oath of Office.

- a. Before entering upon the duties of their offices, the Mayor and each Councilmember shall take and subscribe the following oath or affirmation: "I, _____, do swear (or affirm, as the case may be) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of _____ according to the Constitution and Laws of this State."
- b. The Mayor shall take and subscribe this oath or affirmation before the Clerk of the Circuit Court for the County or before one (1) of the sworn deputies of the Clerk. All other persons taking and subscribing the oath shall do so before the Mayor.

(Res. No. 8-78; Res. No. 24-60)

Section 2. - Official Bonds.

The Clerk and such other officers or employees of the City as the Council or this Charter may require, shall give bond in such amount and with such surety as may be required by the Council. The premiums on such bonds shall be paid by the City.

(Res. No. 8-78; Res. No. 24-60)

Section 3. - Service Charges; Garbage and Trash Collection.

The Council is authorized and empowered to levy and collect a service charge or fee for collections of garbage, trash, ashes and debris within the corporate limits of the City. The said charge or fee shall be fixed at a uniform amount for each separate household, and in the case of commercial or industrial establishments the Council may fix the said charge or fee according to a reasonable classification thereof. Any such fee or charge shall be levied and collected at intervals to be set by the Council, and, except as otherwise provided in this section, shall be levied and collected in all respects as the regular tax funds of the Mayor and Council of Rockville, and such charge or fee shall be a lien on the property served.

(Res. No. 8-78; Res. No. 24-60)

Section 4. - Misdemeanors.

Every act or omission which, by ordinance, is made a misdemeanor under the authority of this Charter, unless otherwise provided, shall be punishable upon conviction in the District Court of Maryland for Montgomery County or in the Circuit Court for Montgomery County by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for six months in the County jail, or both, in the discretion of the Court. The party aggrieved shall have the right of appeal provided under the general laws of the State. Where the act or omission is of a continuing nature and is persisted in, a conviction for one (1) offense shall not be a bar to a conviction for a continuation of the offense subsequent to the first or any succeeding conviction.



05/01/2023

(Res. No. 8-78; Res. No. 11-76; Res. No. 24-60; Res. No. 29-93, § 1, 12-13-93)

Section 5. - Prior Rights and Obligations.

All right, title, and interest held by the City or any other person or corporation at the time this Charter or any amendment thereto is adopted, in and to any lien acquired under any prior law, are hereby preserved for the holder in all respects, as if said Charter or amendment had not been adopted, together with all rights and remedies in relation thereto. This Charter or any amendment thereto shall not discharge, impair, or release any contract, obligation, duty, liability, or penalty whatever existing at the time said Charter or amendment becomes effective. All suits and actions, both civil and criminal, pending or which may hereafter be instituted for causes of action now existing or offenses already committed against any law or ordinance repealed by said Charter or amendment shall be instituted, proceeded with, and prosecuted to final determination and judgment as if said Charter or amendment had not become effective.

(Res. No. 8-78; Res. No. 24-60)

Section 6. - Effect of Charter on Existing Ordinances.

All ordinances, resolutions, rules, and regulations in effect in the City at the time this Charter or any amendment thereto becomes effective which are not in conflict with the provisions of said Charter or amendment, shall remain in effect until changed or repealed. All ordinances, resolutions, rules, regulations in effect in the City at the time this Charter or any amendment thereto becomes effective which are in conflict with the provisions of said Charter or amendment be and the same hereby are repealed to the extent of such conflict.

(Res. No. 8-78; Res. No. 24-60)

Section 7. - Effect of Other Laws.

The power and authority conferred by this Charter shall be in addition to other applicable authority, including the provisions of the Annotated Code of Maryland, and the Mayor and Council of Rockville shall be entitled to exercise all of the powers therein conferred, notwithstanding any of the provisions of this Charter.

(Res. No. 8-78; Res. No. 24-60)

State Law reference— Municipal corporations generally, Anno. Code of Md., Art. 23A.

Section 8. - Separability.

If any section or part of a section of this Charter or any amendment thereto shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of said Charter or amendment nor the context in which such section or part of a section so held invalid shall appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

(Res. No. 8-78; Res. No. 24-60)



05/01/2023

Section 9. - Nonforfeiture Provision.

Neglect or nonuse shall not work a forfeiture of this Charter.

(Res. No. 8-78; Res. No. 24-60)

Section 10. - Public Buildings Exempted from Taxation; Annual Payment from County for Street Maintenance, etc.

The public buildings and other County property in said City shall not be subject to taxation, and shall continue to the uses to which the same are now allotted; the judges of the several courts shall continue to hold their courts in the courthouse as heretofore; the County Executive, County Council, Board of Education, justices of the peace, sheriff, constables and all other State and County officers shall have, hold and exercise their offices in said City as heretofore, except as qualified by the other sections of this Article, and Montgomery County shall on or before the first day of January in each and every year, pay over to the Mayor and Council of Rockville, that proportion of the entire County levy for the repair of roads which the total real property assessed within the limits of the City of Rockville bears to the whole amount of assessed property in Montgomery County, so that the Mayor and Council of Rockville may receive and disburse for the maintenance of the streets of said City the amount levied upon the real property within the corporate limits of the City of Rockville for the repair of roads by Montgomery County.

(Res. No. 8-78; Res. No. 24-60)

CHARTER COMPARATIVE TABLE

This following table shows the location of charter amendments commencing with Charter Amendment No. 37 (Charter Amendments Nos. 1—36 were incorporated in the text furnished for publication).

Charter Amend. No.	Res. No.	Adopted	Section	Disposition
37	9-82	4-12-82	1	Art. III, § 1 Art. III, § 3
38	7-83	1-31-83	1	Art. XI, § 1
39	8-83	1-31-83	1	Art. VII, § 13
40	1-84	1-23-84	1	Art. VII, § 4
41	2-84	1-23-84	1	Art. III, § 4 Art. III, § 5



05/01/2023

42	3-84	1-23-84	1	Art. II, § 1
43	4-84	1-23-84	1	Art. VIII, § 6
44	8-85	3-11-85	1	Art. III, § 6 Art. III, § 7
45	29-85	10-14-85	1	Art. III, § 5
46	10-87	5-11-87	1	Art. II, §§ 1, 2
47	11-87	5-11-87	1	Art. III, §§ 1, 2 3, 5, 7
48	23-87	10-12-87	1	Art. VIII, §§ 4—9
49	18-89	7-10-89	1 Rpld	Art. VIII, § 5.b.2., 4.—13.
			Rnbd	Art. VIII, § 5.b.3. as 5.b.2.
			Rnbd	Art. VIII, § 5.b.14. as 5.b.5.
			Added	Art. VIII, § 5.b.3., 4.
50	22-89	8- 7-89	1	Art. VII, §§ 7, 8
51	9-91	5-13-91	1	Art. III, § 2
52	29-93	12-13-93	1	Art. XIV, § 4
53	30-93	12-13-93	1	Art. XI, § 1
54	20-94	11-28-94	1	Art. II, § 1
55	13-97	6-16-97	1	Art. III, § 3
56	2-01	2-26-01	1	Art. II, § 2
57	3-01	2-26-01	1	Art. III, § 3

	11-03	5-12-03	1	Art. III, §§ 5, 6
59	5-14	6- 2-14	1	Art. VIII, § 6
60	6-14	6- 2-14	1	Art. IV, § 3
61	8-14	7-14-14	1	Art. II, § 1
				Art. III, § 4
63	11-15	7-13-15	1 Rpld	Art. VII, § 11.h.
			Rnbd	Art. VII, § 11.i., j.
			as	Art. VII, § 11.h., i.
64	12-15	7-13-15	1	Art. VIII, § 1
65	13-15	7-13-15	1	Art. VIII, § 2



City of Rockville

City Code

Chapter 8 – Elections

Chapter 8 - ELECTIONS^[1]

Footnotes:

--- (1) ---

Charter reference— Elections, Art. III.

Cross reference— Financial disclosure by candidate for elected office, § 16-61.

ARTICLE I. - IN GENERAL

Sec. 8-1. - Definitions.

As used in this chapter, the following terms shall have the meanings indicated unless a contrary meaning is clearly intended from the context in which the term appears:

Absentee ballot means a paper ballot issued in accordance with section 8-42(a).

Board means the Board of Supervisors of Elections.

Campaign material means tangible material principally intended to promote the success or defeat of any candidate or candidates, principle or proposition, which has been, will be, or is sought to be submitted to a vote at any City election, including any pamphlet, circular, card, sample ballot, dodger, poster, advertisement, buttons, matchbooks, nail files, balloon or any other printed, multigraphed, photographed, typewritten, written matter or statement or any matter of statement which may be copied by any device or method or which may hereafter be used for making copies of printed or written matter in any form whatever for publication or distribution, relating to or concerning any candidate or prospective candidate for public office or for the acceptance or defeat of any proposition.

Candidate means an individual who seeks nomination for election, or election, to City office. An individual becomes a candidate for City office whenever any of the following events occur for an election cycle:

- (1) The individual has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00).
- (2) The individual has given consent to another person to receive contributions or make expenditures on behalf of that individual and such person has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00).
- (3) After written notification by the Board of Supervisors of Elections that any other person has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00) on the individual's behalf, the individual fails to disavow such activity by letter to the Board of Supervisors of Elections in care of the City Clerk within thirty (30) days of receipt of the notification.
- (4) The aggregate of contributions received under paragraphs (1), (2), and (3), in any combination thereof, exceeds three hundred dollars (\$300.00) or the aggregate of expenditures made under paragraphs (1), (2), and (3), in any combination thereof, exceeds three hundred dollars (\$300.00).



05/01/2023

- (5) The individual files a certificate of candidacy for any City office in accordance with the provisions of Article III, Section 3 of the City Charter.

Campaign committee means any combination of two (2) or more persons appointed by a candidate, or candidates, or any other person or formed in any other manner which has as a principal purpose to assist or attempt to assist in any manner the promotion of the success or defeat of any candidate, candidates, principle or proposition which has been, will be, or is being sought to be submitted to a vote at any City election. A campaign committee is not required to report campaign and election contributions and expenditures unless such campaign committee expends more than five hundred dollars (\$500.00) to aid or oppose the nomination or election of any candidate as provided in Section 8-73(b). A citizens's association, not otherwise a campaign committee, shall not be deemed a campaign committee if it simply conducts a forum, or sponsors a meeting, for candidates to present information and/or express their views on issues to citizens in the community.

Contributions means the gift, transfer or promise of gift or transfer of money or other thing of value to any candidate, or the candidate's representative, or a representative of any campaign committee to promote or assist in the promotion of the success or defeat of any candidate, campaign committee, principle or proposition submitted to a vote at any election.

Election means general, special, and recall elections.

Expenditure means any gift, transfer, disbursement or promise of money or valuable thing by any candidate, treasurer, or other agent of such candidate, or campaign committee to promote or assist in the promotion of the success or defeat of a candidate, campaign committee, principle or proposition submitted to a vote at any election.

General election day means the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015.

Independent expenditure means an expenditure by a person for a communication expressly advocating the election or defeat of a clearly identified candidate which is not made with the cooperation or with the prior consent of, or in consultation with, or at the request or suggestion of, a candidate or any agent or authorized committee of such candidate.

Political party means a party, any of whose candidates for presidential elector received votes in either of the last two (2) preceding elections at which presidential electors were selected. Political party shall include all National, State, County and local chapters, divisions and affiliated organizations.

Provisional ballot means a paper ballot issued in accordance with subsection 8-42(b).

Recall election day means the day on which a recall election is held as set forth in article III, section 6 of the City Charter and section 8-24 of the Rockville City Code.

Registration means the act by which a person becomes qualified to vote in any election in the City.

Runoff election means an election held between two (2) or more candidates when there is a tie vote between the candidates. A runoff election shall be conducted by the Board of Supervisors of Elections in the same manner, as far as practical, as City special elections.

Special election day means the day on which a special election is held pursuant to article III, section 5 of the City Charter.



Treasurer means any person appointed by a candidate or campaign committee to receive or disburse money or other things of value to promote or assist in the promotion of the success or defeat of any candidate, principle or proposition.

(Laws of Rockville, Ch. 4, § 4-1; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 1, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 1, 1-7-19)

Sec. 8-2. - Computation of time.

In computing the times for notice to be given, or for the performing of any other act under this article, Saturday, Sunday or a legal holiday shall be included, except when the day on which notice should be given or an act should be performed occurs on a Saturday, Sunday, or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following such Saturday, Sunday, or legal holiday. In such computation the date of giving notice or performing any act and the day of registration or election shall be excluded.

(Laws of Rockville, Ch. 4, § 4-2; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-3. - Election districts.

(a) The City shall be and the same is hereby divided into ten (10) election districts, as shown on the map designated "Map of Election Districts," dated March 21, 2001, and described as follows:

- (1) *Election District No. 1.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of the Baltimore and Ohio Railroad Right of Way and proceeding in a north-eastern direction on the centerline of First Street to its intersection with the centerline of Veirs Mill Road; thence west on the centerline of Veirs Mill Road to its intersection with the centerline of East Jefferson Street also known as Maryland Route 28; thence proceed west on the centerline of East Jefferson Street to its intersection with the centerline of Maryland Avenue; thence south and west on the centerline of Maryland Avenue to its intersection with the centerline of Falls Road also known as Maryland Route 189; thence in a south-western direction along the centerline of Falls Road to where it intersects the centerline of Interstate 270; thence in a south-eastern direction on the centerline of Interstate 270 to its intersection with the centerline of Wootton Parkway; thence in an eastern direction on the centerline of Wootton Parkway to its intersection with the centerline of Edmonston Drive; thence in an eastern direction on the centerline of Edmonston Drive to its intersection with the centerline of the Baltimore and Ohio Railroad Right of Way; thence on the centerline of the Baltimore and Ohio Railroad in a north-western direction to its intersection with the centerline of First Street, the point of beginning.
- (2) *Election District No. 2.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Veirs Mill Road also known as Maryland Route 28 and the centerline of the Baltimore and Ohio Railroad Right of Way; thence proceed west on the centerline of Veirs Mill Road to its intersection with the centerline of East Jefferson Street; thence proceed west on the centerline of East Jefferson Street to its intersection with the centerline of Maryland Avenue; thence south and west on the centerline of Maryland Avenue to its intersection with the centerline of Falls Road also known as Maryland Route 189; thence in a south-western direction along the centerline of



Falls Road to its intersection with the centerline of Interstate 270; thence in northern direction on the centerline of Interstate 270 to its intersection with a line extended toward the south-west from the westernmost block line of Block 9, Lots 6, 7, 9 as recorded in Plat Book B, Page 6, Subdivision of West End Park; thence along said Block line in a north-eastern direction on said block line of Block 9, Lots 6, 7, 9 of the Subdivision of West End Park to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in a northern direction to its intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in an eastern direction to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in an eastern direction to its intersection with the centerline of College Parkway; thence in a northern direction on the centerline of College Parkway to its intersection with the centerline of Princeton Place; thence in an eastern direction on the centerline of Princeton Place to the northern lot line of Plat 12701, Montgomery College Rockville Campus; thence east on said lot line of Plat 12701, Montgomery College Rockville Campus to its intersection with the corporate limit of the City of Rockville; thence south on the corporate limit of the City of Rockville to a point where the projected centerline of Westmore Road intersects the centerline of the Baltimore and Ohio Railroad Right of Way; thence south on the centerline of the Baltimore and Ohio Railroad Right of Way to its intersection with the centerline of Veirs Mill Road, the point of beginning.

- (3) *Election District No. 3.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Veirs Mill Road and the centerline of First Street, proceeding in a northern direction on the centerline of First Street to a point where it turns into the centerline of Norbeck Road; thence in a north-eastern direction along Norbeck Road to its intersection with the corporate limit of the City of Rockville; thence along the corporate limit of the City of Rockville in a general direction of north and west to a point where the projected centerline of Westmore Road intersects the centerline of the Baltimore and Ohio Railroad Right-of-Way; thence south on the centerline of the Baltimore and Ohio Railroad Right-of-Way to its intersection with the centerline of Maryland Route 28 also known as Veirs Mill Road; thence east on the centerline of Veirs Mill Road to its intersection with the centerline of First Street, the point of beginning.
- (4) *Election District No. 4.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of Veirs Mill Road and proceeding in a north-eastern direction on the centerline of First Street to a point where it turns into the centerline of Norbeck Road; thence continue in an eastern direction on the centerline of Norbeck Road to its intersection with the easternmost corporate boundary and thence along the corporate boundary in a general southern direction to a point of intersection with the centerline of Veirs Mill Road; thence proceed in a western direction on the centerline of the Veirs Mill Road to its intersection with the centerline of First Street, the point of beginning.
- (5) *Election District No. 5.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of the Baltimore and Ohio Railroad right-of-way and proceeding in a north-eastern direction on the centerline of First Street to a point where it intersects with the centerline of Veirs Mill Road thence continue in an eastern direction on the centerline of Veirs Mill Road to its intersection with the easternmost corporate boundary and thence along the corporate boundary in a general southern direction to a point of intersection with the centerline of the Baltimore and Ohio Railroad right-of-way; thence proceed in a north-western direction on



the centerline of the Baltimore and Ohio Railroad right-of-way to its intersection with the centerline of First Street, the point of beginning.

- (6) *Election District No. 6.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Edmonston Drive and the centerline of the Baltimore and Ohio Railroad right-of-way and proceeding in a westerly direction on the centerline of Edmonston Drive to its intersection with the centerline of Wootton Parkway; thence in a western direction on the centerline of Wootton Parkway to its intersection with the centerline of Interstate 270 thence in a south-eastern direction on the centerline of Interstate 270 to its intersection with the southernmost corporate boundary; thence along the corporate boundary in a general eastern direction to its intersection with the centerline of the Baltimore and Ohio Railroad right-of-way; thence on the centerline of the Baltimore and Ohio Railroad in a north-western direction to its intersection with the centerline of Edmonston Drive, the point of beginning.
- (7) *Election District No. 7.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Maryland Route 28 and the centerline of Interstate 270 and proceeding in a north-western direction on the centerline of Maryland Route 28 to a point of intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in a south-western direction to its projection with the centerline of Wootton Parkway; thence south on the centerline of Wootton Parkway to its intersection with the centerline of Scott Drive; thence west on the centerline of Scott Drive to its intersection with the corporate boundary of the City of Rockville; thence in a general south-eastern direction following the corporate boundary of the City of Rockville to its intersection with the centerline of Interstate 270; thence in a northern direction on the centerline of Interstate 270 to a point where it intersects the centerline of Maryland Route 28, the point of beginning.
- (8) *Election District No. 8.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Maryland Route 28 and the centerline of Interstate 270 and proceeding in a north-western direction on the centerline of Maryland Route 28 to a point of intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in a south-western direction to its projection with the centerline of Wootton Parkway; thence south on the centerline of Wootton Parkway to its intersection with the centerline of Scott Drive; thence west on the centerline of Scott Drive to its intersection with the corporate boundary of the City of Rockville; thence in a general northern direction following the corporate boundary of the City of Rockville to its intersection with the centerline of Interstate 270; thence in a southern direction on the centerline of Interstate 270 to a point where it intersects the centerline of Maryland Route 28, the point of beginning.
- (9) *Election District No 9.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of West Gude Drive and the centerline of Hungerford Drive also known as Maryland Route 355; thence proceed west on the centerline of West Gude Drive to its intersection with the centerline of Interstate 270; thence south on the centerline of Interstate 270 to a point of intersection with a line extended toward the south-west from the westernmost block line of Block 9, Lots 6, 7, 9 as recorded in Plat Book B, Page 6, Subdivision of West End Park; thence along said Block line in a north-eastern direction on said block line of Block 9, Lots 6, 7, 9 of the Subdivision of West End Park to its intersection with the centerline of Nelson Street; thence on the



centerline of Nelson Street in a northern direction to its intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in an eastern direction to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in an eastern direction to its intersection with the centerline of College Parkway; thence in a northern direction on the centerline of College Parkway to its intersection with the centerline of Princeton Place; thence in an eastern direction on the centerline of Princeton Place to the northern lot line of Plat 12701, Montgomery College Rockville Campus; thence east on said lot line of Plat 12701, Montgomery College Rockville Campus to its intersection with the corporate limit of the City of Rockville; thence north on the corporate limit of the City of Rockville to its intersection with the centerline of Hungerford Drive; thence north on the centerline of Hungerford Drive to its intersection with the centerline of West Gude Drive, the point of beginning.

- (10) *Election District No. 10.* All that part of the City lying within the following boundaries: Beginning at a point on the corporate limit of the City of Rockville at the intersection of the centerline of Gude Drive and the centerline of Hungerford Drive also known as Maryland Route 355, proceeding in a north-westerly direction along the corporate limit of the City of Rockville to a point where the corporate limit of the City of Rockville meets Shady Grove Road; thence proceed in a south-western direction along the corporate limit of the City of Rockville to a point where the corporate limit of the City of Rockville intersects the centerline of Interstate 270; thence south on the centerline of Interstate 270 to a point where it intersects the centerline of West Gude Drive; thence in an eastern direction on the centerline of West Gude Drive to its intersection with the centerline of Hungerford Drive, the point of beginning.

- (b) Newly annexed property will be assigned by the City Clerk to an election district or district(s) abutting the annexed property.

(Laws of Rockville, Ch. 4, § 4-11; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 10-01, 3-26-01)

Sec. 8-4. - Board of Supervisors of Elections.

The Board of Supervisors of Elections shall be appointed and shall supervise elections in accordance with Article III of the City Charter. In addition to the duties set forth in the City Charter, the Board may make recommendations to the Mayor and Council annually prior to budget review, on ways to enhance voter participation. The City shall provide adequate staff assistance to the Board to enable the Board to fulfill its duties.

(Laws of Rockville, Ch. 4, § 4-12; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-5. - Election judges.

- (a) *Number, examination.* The Board shall appoint judges of election in numbers sufficient to provide at least three (3) judges to serve at each voting center. The Board may require the attendance of these persons before it for examination with respect to their qualifications.
- (b) *Qualifications.* Each judge must be a registered voter in the City and must be able to speak, read and write the English language. A person may not serve as a judge if said person is:



05/01/2023

- (1) A candidate for any other City office;
 - (2) The treasurer or campaign manager for any candidate for any City office; or
 - (3) The treasurer or campaign chairman of a campaign committee.
- (c) *Training.* Each judge must attend at least one (1) training session before each general election.
 - (d) *Oath.* Each judge shall be required to take the oath prescribed by Article I, Section 9, of the Maryland Constitution before entering on the performance of the judge's official duties.
 - (e) *Powers.* The election judges shall have the same powers as are given to judges of State and County elections pursuant to the Annotated Code of Maryland, Election Law Article. Each voter shall be offered assistance in casting his vote by an election judge on election day at the vote center.
 - (f) *Compensation.* The compensation of election judges shall be fixed from time to time by the Mayor and Council.
 - (g) Any decision of any election judge with respect to a person desiring to vote may be appealed to the Board while polls remain open. The Board shall be available during at least the last hour of each election day for the purpose of hearing such appeals.

(Laws of Rockville, Ch. 4, § 4-13; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 2, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-6. - Voter registration.

- (a) The City shall, to the extent possible, use the County voting rolls. Registration with the County of persons eligible to vote in City elections shall be deemed registration with the City. Persons not registered with the County but eligible to vote in City elections shall be registered with the City pursuant to procedures to be adopted by the Board of Supervisors of Elections. Persons registered with the City pursuant to the foregoing sentence shall be removed from the City voting roll upon any subsequent registration with Montgomery County; upon losing eligibility to vote in City elections; or, as of the 1st day of January of the next calendar year, upon failing to vote in any City election in the preceding nine (9) year period. Registration with the County to vote in a City election will be closed forty-five (45) days before a City election.
- (b) Once the County registration is closed, any person eligible to register to vote in any City election may register to vote at City Hall. Such registration must be done in person and may be done any day after the County registration closes up to and including on general election day or on election day for a special election.
- (c) Any person who registers to vote in accordance with subsection (b) shall establish such person's identity, place of residence and qualifications at the time of such registration by:
 - (1) Completing a County or City voter registration form;
 - (2) Submitting either:
 - a. A form or forms of identification which have been approved by the Board of Supervisors of Elections establishing the identity and place of residence of such person; or



- b. An affidavit in a form which has been approved by the Board of Supervisors of Elections attesting to the identity and place of residence of the person desiring to register to vote which is executed by a person who:
 1. Is registered to vote;
 2. Registered to vote on a previous date;
 3. Is present with such individual; and
 4. Has personal knowledge of the actual residence of the individual seeking to register to vote.

Such affidavit shall be executed under the penalties of perjury.

- (d) The ballots of those registering on general election day or on election day for a special election will be processed as a provisional ballot in accordance with Subsection 8-42(b).

(Laws of Rockville, Ch. 4, § 4-14; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 1, 6-10-91; Ord. No. 26-91, § 1, 9-23-91; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 2, 1-7-19)

Sec. 8-7. - Preservation of ballots.

All ballots or official voting tallies of any City election shall be preserved for at least six (6) months from the date of the election. Absentee and provisional ballot applications, certifications, ballot envelopes, and ballots shall be kept separate from mail-in ballots and ballots cast at the voting center and retained for six (6) months after the election.

(Laws of Rockville, Ch. 4, § 4-15; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-8. - Withdrawal of candidacy.

Any candidate wishing to withdraw their candidacy must do so in person and in writing by filing a signed affidavit of withdrawal of candidacy with the City Clerk no later than the deadline for filing petitions for candidacy as set forth in Article III, Section 3 of the City Charter. Upon the timely filing of a signed affidavit of withdrawal of candidacy, the name of the person so withdrawing shall not be printed on the ballots unless the person files a new valid petition for candidacy by the deadline set forth in Article III, Section 3 of the City Charter. No candidate may withdraw his or her candidacy after the last date for accepting petitions has expired.

If a candidate dies prior to the deadline for filing a petition for candidacy has expired, that candidate's name shall not be printed on the ballots if a copy of the candidate's death certificate is filed with the City Clerk by the deadline for filing a petition for candidacy. If a candidate dies after the deadline for filing a petition for candidacy has expired, that candidate's name will remain on the ballot.

(Ord. No. 10-13, § 1, 3-18-13)

Secs. 8-9—8-20. - Reserved.



05/01/2023

ARTICLE II. - TYPES OF ELECTIONS

Sec. 8-21. - General elections.

All general City elections shall be held at such dates and times as provided in Article III, Section 4, of the City Charter.

(Laws of Rockville, Ch. 4, § 4-21; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-22. - Special elections.

- (a) All special City elections must be conducted by the Board of Supervisors of Elections in the same manner, as far as practical, as general City elections.
- (b) A special election will occur no less than one hundred five (105) days and no more than one hundred fifty (150) days after a Mayor or Councilmember vacancy occurs. Individuals seeking election to City office must be provided no less than thirty (30) days from the date the special election is announced to file their nominating petition.
- (c) Within fifteen (15) days of a Mayor or Councilmember vacancy occurring, the Board of Supervisors of Elections will determine and publicly announce the date of the special election and make available the necessary forms for seeking candidate certification.

(Laws of Rockville, Ch. 4, § 4-22; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 1-19, § 3, 1-7-19)

Sec. 8-23. - Advisory referenda.

By passage of a resolution at least ninety (90) calendar days preceding any general election, the Mayor and Council may direct that an advisory referendum of City voters may be undertaken on the questions set forth in such resolution. Upon petition signed by persons qualified to vote in City elections equal in number to at least thirty (30) percent of the average number of ballots cast in the last three City elections, rounded up to the nearest multiple of 50, submitted to the City Clerk at least ninety (90) calendar days preceding any general election, an advisory referendum shall be undertaken on the questions set forth in the petition. The results of such referendum shall be advisory only, and shall not be binding upon the Mayor and Council. Upon the passage of any such resolution or verification of a petition, it shall be the duty of the Board to place such questions on all City ballots or in a suitable place on all City voting machines, and to certify the results of the voting on such question(s) to the City Clerk by the close of business on the Monday following the election, who shall record the results in the minutes of the Council. The Board shall verify the status of the signatures of any referendum petition as City voters and the fact that the petition was not substantively altered after it was signed, prior to placing the question(s) on the ballots or machines.

(Laws of Rockville, Ch. 4, § 4-23; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 11-03, 5-12-03; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-24. - Recall elections.

Recall elections shall be conducted as provided in Article III, Section 6, of the City Charter.



05/01/2023

(Laws of Rockville, Ch. 4, § 4-24; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-25. - Elections by the Mayor and Council to fill a vacancy.

- (a) For an election by the Mayor and Council to fill a Councilmember vacancy due to any of the reasons enumerated in Article III, Section 5(a) of the City Charter, the following procedures apply.
- (b) The Mayor and Council must publicly announce the vacancy and the process for applying to fill the vacancy and should fill the Councilmember vacancy within seventy-five (75) days of the vacancy occurring or as soon thereafter as practicable. The application period must remain open for a minimum of thirty (30) days.
- (c) To apply, applicants must submit a narrative of their relevant experience and background, a statement of their priorities and vision for the City, and a financial disclosure statement. All application materials received by the City, with the exception of the financial disclosure statements, will be publicly posted on the City's website.
- (d) All applicants who meet the requirements of Article II, Section 1(b) of the City Charter to serve as a Councilmember will be interviewed by the Mayor and Council. All proceedings for filling a vacancy must be held in open session and must be televised except that the Mayor and Council may discuss an applicant's financial disclosure statement outside of a public meeting.

(Ord. No. 1-19, § 4, 1-7-19; Ord. No. 4-19, 1-28-19)

Secs. 8-26—8-40. - Reserved.

ARTICLE III. - CONDUCT OF ELECTIONS

Sec. 8-41. - Election procedures generally.

- (a) City elections will be by mail-in ballot voting with one voting center at City Hall open on election day for in-person voting. The Board of Supervisors of Elections shall keep the voting center open from 7:00 a.m. to 8:00 p.m. on election day.
- (b) Mail-in ballots for the general election must be mailed or distributed no more than thirty (30) days and no less than twenty-five (25) days prior to the election to which they apply. Postage for transmitting the ballot material to the voter and postage for the return of ballots shall be paid by the Board.
- (c) The Board will mail one notice to all households in the City and at least three (3) notices and reminders to all registered voters in the City informing them of the mail-in ballot voting deadlines and the date, time and location of in-person voting on election day. The first notice will be mailed or distributed no later than ninety (90) days prior to the election. The notices will be in addition to the mailing of the ballot itself. The Board will also provide at least one other form of mass communication informing the public of the City election which must include all of the information required on the notices.
- (d) All ballots and/or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of the Charter, arranged in alphabetical order by office with no party or principal designation of any kind.



05/01/2023

- (e) A mail-in ballot shall be counted only if it is received by the City Clerk prior to the closing of the election polls.
- (f) A registered voter may obtain a replacement ballot if the original ballot was destroyed, spoiled, lost, or for any other reason not received by the registered voter. A registered voter who obtains a ballot in accordance with this subsection will be required to sign an affidavit, in a form approved by the Board, specifying the reason for requesting the replacement ballot.
- (g) If the City receives more than one ballot from a registered voter, the first ballot received by the City will be the only ballot counted.
- (h) Any mail-in ballot that contains a vote for a person who has ceased to be a candidate shall not be counted for that candidate but such vote shall not invalidate the remainder of the ballot.
- (i) In determining the vote cast for each candidate or question the Board of Supervisors of Elections shall verify the accuracy of the counts by such procedures as it deems appropriate. Notwithstanding the above, however, in the event that the Board of Supervisors of Elections initially announces that a candidate for Mayor or a candidate for Councilmember has lost an election by a margin of one-half ($\frac{1}{2}$) percent or less, the Board of Supervisors of Elections must conduct a manual recount of two (2) election districts chosen at random, if requested by any candidate so affected within forty-eight (48) hours of the initial announcement of the election results.
- (j) The Board of Supervisors of Elections shall announce the unofficial results of the election as soon as possible after tabulating the results. The tentative results shall be posted at City Hall and shall be announced on the City cable television channel.
- (k) All challenges to the results of an election shall be submitted to the Board of Supervisors of Elections within forty-eight (48) hours of the initial announcement of the results.
- (l) Within seven (7) calendar days after the election, the Board shall resolve all challenges and shall certify the results of the election to the City Clerk, who shall record the results in the minutes of the Council. The results shall be posted at City Hall and shall be announced on the City cable television channel.
- (m) Any person aggrieved by reason of such determination of the Board may appeal to the Circuit Court for the County, according to the Maryland Rules governing administrative appeals.
- (n) Determining the winning candidates.
 - (1) *Requirements for a general election.* The candidate for Mayor with the highest number of votes in the general election will be declared elected as Mayor. The four (4) candidates for Council with highest number of votes in the general election will be declared elected as members of the Council. In case of a tie in the highest number of votes for Mayor, or in case of a tie in the votes for Council members wherein no candidate received the fourth highest number of votes, then, in either of such events, there must be a runoff election between the candidates receiving the tie vote, to be held after thirty (30) days' notice, pursuant to applicable provisions of the City Charter and this chapter.
 - (2) *Requirements for a special election.* In a special election for Mayor, the candidate for Mayor with the highest number of votes in a special election will be declared elected to fill the remainder of the term. In a special election for Council, the candidate for Council with the highest number of votes in a special election will be declared elected to fill the remainder of the term. In case of multiple council vacancies, the number of candidates matching the number of vacancies with the highest number of votes will be declared



elected to fill the remainder of the term. In case of a tie in the highest number of votes for Mayor, or in case of a tie in the votes for Council members, then, in either of such events, there must be a runoff election between the candidates receiving the tie vote, to be held after thirty (30) days' notice, pursuant to applicable provisions of the City Charter, State law, and this chapter.

(Laws of Rockville, Ch. 4, § 4-31; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 3, 5-22-95; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 5, 1-7-19; Ord. No. 5-19, 1-28-19)

Sec. 8-42. - Absentee and provisional voting.

(a) *Absentee voting.*

- (1) Any qualified voter who may be unavoidably absent from the City during the mail-in ballot voting period may vote as an absentee voter upon the provisions contained in this section.
- (2) This section applies to elections for all candidates, Charter amendments and other questions at any election held in any year.
- (3) Printed application forms for absentee ballots shall be provided by the Board.
- (4) An application for an absentee ballot shall be available for mailing or distribution on the first day of May in any year prior to the election to which they apply, and may be rejected only by a majority vote of the Board.
- (5) Absentee ballots shall be available for mailing or distribution thirty (30) days prior to the election to which they apply. The City will not mail absentee ballots less than seven (7) days before an election. Absentee ballots may be obtained by an authorized agent for a voter who is unable to pick up the ballot.
- (6) Postage for transmitting the ballot material to the voter and postage for the return of ballots shall be paid by the Board.
- (7) Any absentee ballot voted for a person who has ceased to be a candidate shall not be counted for that candidate but such vote shall not invalidate the remainder of the ballot.
- (8) An absentee ballot shall be counted only if it is received by the City Clerk prior to the closing of the election polls.

(b) *Provisional voting.*

- (1) A voter shall be issued a provisional ballot if:
 - a. It is determined that the voter is not eligible to vote on the voting equipment; or
 - b. The voter registers to vote on the same day as casting a vote in accordance with subsection 8-6(e); or
 - c. The individual votes during a period covered by a court order or other order extending the time for closing the polls. A provisional ballot cast under this subsection shall be separated and held apart from other provisional ballots cast by those not affected by the order; or
 - d. The individual receives a replacement ballot in accordance with subsection 8-41(f).



- (2) The provisional ballots shall be handled in accordance with procedures established by the Board of Supervisors of Elections.

(Laws of Rockville, Ch. 4, § 4-32; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Editor's note— Ord. No. 14-15, adopted July 13, 2015, changed the title of section 8-42 from "Absentee voting" to "Absentee and provisional voting. The historical notation has been preserved for reference purposes.

Sec. 8-43. - Challengers or watchers.

Challengers or watchers may be selected by individual candidates who have been duly nominated as such, or by the presiding officer of the chief managing committee of any voluntarily associated group of candidates. Such challengers or watchers shall have the rights and be subject to the same limitations as set forth in the Election Law Article of the Annotated Code of Maryland.

(Laws of Rockville, Ch. 4, § 4-33; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 14-15, 7-13-15)

Sec. 8-44. - Voter assistance.

- (a) *Mail-in ballot voting.* A registered voter who requires assistance to vote because of disability, inability to read, or inability to write, may authorize another person to mark the mail-in ballot and, if necessary, sign his or her name on the back of the return envelope. Any person assisting a registered voter to vote in this manner must fill out and submit a signed Certification of Person Assisting Mail-in Ballot Voter with the registered voter's mail-in ballot in accordance with the provisions provided with the mail-in ballot.
- (b) *Election day voting center assistance.*
- (1) *Physical assistance.* In addition to their other duties, election judges shall provide assistance to voters who, due to physical infirmity, have difficulty in voting. The City shall make appropriate provisions for handicapped voters including but not limited to providing ramps and otherwise making the polls accessible; and, pursuant to procedures established by the Board, provisions permitting handicapped persons to vote from any accessible location not greater than one hundred (100) feet from an entrance to the voting center.
 - (2) *Instructions.* With the aid of diagrams and a voting device, the election judges, if requested by the voter, shall instruct each such voter, before he enters the voting station, regarding the marking of such voter's ballot, and shall give the voter opportunity to personally operate a voting device.
 - (3) *Assistance to certain persons.* Any voter who requires assistance to vote by reason of blindness, disability, or inability to read the English language or write may be given assistance by a person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union.
 - (4) *Manner of giving assistance; further instructions.*
 - (i) Assistance in marking their ballots or operating a voting machine shall be given to voters who shall declare under oath to the judges that by reason of blindness, disability or inability to read the English language or write they are unable without



assistance to mark their ballots or operate the voting machine. No ballot shall be marked under this section or voting machine operated until a majority of the judges shall be satisfied of the truth of the fact stated in such affidavit. Upon making and filing with the judges such affidavit, the voter shall retire to one (1) of the booths or voting machines with any person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union, or with two (2) election judges. Then and there the person whom the voter has selected, or in case the voter has selected no one, one (1) of the judges in the presence of the other shall mark the ballot or operate the voting machine as such voter shall direct. The only assistance which it shall be lawful for such person or for the judges to give the voter is to mark the ballot or operate the voting machine, as the voter shall direct, without prompting or suggestion from them or either of them.

- (ii) If, however, any voter, after entering the voting machine booth, shall ask for further instructions concerning the manner of voting, then two (2) of the judges shall give him such instructions, but no such judge shall, in any manner, request or suggest, or seek to persuade or induce any such voter to vote for or against any particular ticket, for or against any particular candidate, or for or against any particular question. After giving such instructions, the judges shall retire and the voter shall forthwith vote.

- (5) *Person accompanying voter into booth or machine.* A voter may not be accompanied into a voting station by any person over the age of seventeen (17) years unless the affidavit required by subsection (b)(4)(i) of this section has been accepted by the election judges.

(Laws of Rockville, Ch. 4, § 4-34; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 6-18, 4-9-18)

Sec. 8-45. - Electioneering.

No person shall electioneer or post any campaign material in any voting center or within a 50-foot radius from the entrance and exit of the building where ballots are cast. The Board of Supervisors of Elections may modify the 50-foot requirement to accommodate unusual sites and/or weather conditions, provided that no electioneering or posting shall be allowed within the building where ballots are cast, and voter ingress and egress to the voting center will not be impeded. The vote center and voting station(s) shall be frequently cleaned to ensure the removal of candidate paraphernalia.

(Laws of Rockville, Ch. 4, § 4-35; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-46. - Nonpartisan elections.

Candidates shall not run for office as the representative of or nominee of any political party.

(Laws of Rockville, Ch. 4, § 4-36; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-47. - Reserved.

Editor's note— Ord. No. 6-18, adopted April 9, 2018, repealed § 8-47, which pertained to early voting and derived from Ord. No. 14-15, 7-13-15.



Secs. 8-48—8-60. - Reserved.

ARTICLE IV. - FAIR ELECTION PRACTICES

DIVISION 1. - GENERALLY

Sec. 8-61. - Applicability.

The provisions of this article shall apply to all elections in which ballots shall be cast pursuant to the provisions of this chapter.

(Laws of Rockville, Ch. 4, § 4-41; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-62. - Distribution of article, forms to candidates.

The City Clerk shall provide for the distribution of this article to all candidates for election to public office at the time such candidates file for election and shall prepare and include in such distribution to each candidate forms provided for in this article.

(Laws of Rockville, Ch. 4, § 4-42; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Secs. 8-63—8-70. - Reserved.

DIVISION 2. - CAMPAIGN FINANCING

Sec. 8-71. - Appointment of treasurer; resignation of treasurer; reports of candidate and treasurer; candidate joining slate.

- (a) (1) Each candidate for election to office, upon or before, and as a condition precedent to qualifying as candidate, shall appoint one (1) treasurer and shall file the name and address of the treasurer with the City Clerk as provided in subsection (c) of this section. A person who becomes a candidate by virtue of paragraphs (1), (2), (3) or (4) of the definition of candidate in section 8-1, shall appoint one (1) treasurer and shall file the name and address of the treasurer with the City Clerk as provided in subsection (c) of this section within fifteen (15) days after becoming a candidate. Every treasurer so appointed shall accept the appointment, in writing, prior to the filing of his name as treasurer. A treasurer, when accepting appointment, shall certify that the treasurer will serve until all duties have been performed or a successor is duly chosen. The City Clerk may not accept any certificate of candidacy, either finally or conditionally, unless the name of the treasurer has been filed with the Clerk previous to or simultaneously with the filing of the certificate of candidacy. The candidate and treasurer shall file campaign fund reports in accordance with section 8-81.
- (2) A treasurer who resigns shall do so on a form prescribed by the Board of Supervisors of Elections signed by him, filed with the City Clerk. The candidate immediately shall appoint and file a new treasurer in accordance with this section. The treasurer's resignation shall not be effective until a successor is registered with the City Clerk. A treasurer, when resigning, shall certify that the treasurer has served until all duties have been performed and a successor was duly chosen.



05/01/2023

- (3) A member of the Board of Supervisors of Elections or any permanent, part-time, or temporary employee of the Board, during such person's tenure in office or employment, may not be a candidate or treasurer of any candidate, combination of candidates, or campaign committee, nor may any member actively participate in a City political campaign. Membership in a political party, without further action in connection with a City political campaign, shall not be deemed to be actively participating in a City political campaign.
- (b) The form for appointment of a treasurer and the acceptance of such appointment by the treasurer shall be on a form prescribed by the Board of Supervisors of Elections.
- (c) A person may not serve as a treasurer unless the form described in subsection (b) of this section is filed with the City Clerk. Nothing in this subtitle shall either prevent the treasurer of any candidate from being the treasurer of another candidate or campaign committee. However, a candidate may not designate himself or herself as said candidate's own treasurer or act as treasurer of any other candidate or campaign committee. To be appointed or act as a candidate's treasurer in any election a person must be a registered voter in either the County of Montgomery or the City.

(Laws of Rockville, Ch. 4, § 4-51; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 4, 5-22-95; Ord. No. 11-09, § 1, 3-23-09; Ord. No. 6-18, 4-9-18)

Sec. 8-72. - Candidates joining slates, designating campaign committees.

- (a) Any candidate, after filing the name of a treasurer as prescribed in subsection 8-71(a), may choose, at any time after the filing to join a group, combination or organization of candidates, commonly known as a "slate," at which time the candidate shall notify the City Clerk in writing, of the fact that said candidate has joined the slate and the date on which said candidate did so. The slate shall be deemed to be a campaign committee for all purposes of this chapter. Any candidate who has only engaged in fundraising on behalf of the candidate's slate and who has submitted a statement indicating that said candidate has joined such slate, may disclose these facts and not be subjected to the other disclosure requirements of this section.
- (b) A candidate may designate additional campaign committees in accordance with subsection 8-73(c) to serve as committees which will be authorized to accept contributions or make expenditures on behalf of the candidate. For each such authorized committee, the candidate shall file a written designation with said candidate's treasurer. The treasurer shall file such designations with the City Clerk.

(Laws of Rockville, Ch. 4, § 4-52; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 5, 5-22-95)

Sec. 8-73. - Appointment of chairperson and treasurer by campaign committee; reports.

- (a) Every campaign committee, as defined in section 8-1 of this chapter shall appoint and constantly maintain a chairperson and a treasurer, whose names and residences addresses shall be filed with the City Clerk. The chairperson shall be a registered voter of the County of Montgomery or of the City of Rockville and be either a resident of the City or have a business address in the City. The treasurer shall be a registered voter of the County of Montgomery or of the City of Rockville. The treasurer shall receive, keep, and disburse all sums of money, or other valuable things, which may be collected, received, or disbursed by the committee or organization or by any of its members for any purposes for which the committee or organization



05/01/2023

exists or acts. Unless the chairperson and treasurer are appointed and filed as required in this subsection, it is unlawful and a violation of this chapter for a campaign committee, or any of its members, to collect, or receive, or disburse money, or other valuable things, for such purposes. A chairperson or treasurer of a campaign committee who resigns or otherwise ceases to be chairperson or treasurer, as the case may be, shall notify the City Clerk on a form prescribed by the Board of Supervisors of Elections and signed by said chairperson or treasurer. A new appointment must be made and filed immediately in accordance with this section. The treasurer and chairperson shall file campaign fund reports in accordance with subsection (b) of this section and section 8-81 of this chapter.

- (b) If any committee, directly or indirectly, expends five hundred dollars (\$500.00) or more to aid or oppose the nomination or election of any candidate, regardless of the purpose for which the committee is formed, the treasurer of such committee shall report, on the form prescribed in section 8-82 of this chapter, a statement of contributions and expenditures to the treasurer appointed by the candidate being so aided, which statement shall be included in, or attached to, the statement of contributions and expenditures reported by the treasurer of the candidate as provided in sections 8-81 and 8-82 of this chapter, except that if the committee has on file a current campaign fund report with either the State of Maryland or Montgomery County, then the identification of that campaign report by the committee that received the contribution would be sufficient to comply with the terms of this subsection.
- (c) Any campaign committee authorized by a candidate to receive contributions or make expenditures shall be authorized in writing by the candidate and must register with the City Clerk.
- (d) If any campaign committee becomes inactive or chooses to disband, a written statement to this effect must be filed with the City Clerk not later than the day by which the next report of such campaign committee is due. Such report shall show that all funds collected by such committee have been disbursed pursuant to section 8-76(d)(1) through (4) and shall identify such disbursements subject to section 8-82 of this chapter. No such report may be filed until such campaign committee has complied with the requirements of section 8-81. Unless the City is so notified, reports will be required and will be subject to late fees.

(Laws of Rockville, Ch. 4, § 4-53; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 6, 5-22-95; Ord. No. 11-09, § 2, 3-23-09)

Sec. 8-74. - Campaign depositories; petty cash fund.

- (a) Each candidate and campaign committee shall designate a campaign depository or depositories and all funds and contributions in furtherance of a candidacy or campaign committee shall, after receipt, be deposited by the treasurer in the designated campaign depository in an account properly identifying the name of and the existence of the political candidacy or campaign committee. Except as provided in subsection (b) of this section, a candidate or campaign treasurer may not pay any expense on behalf of a candidate, directly or indirectly, and a campaign committee may not pay any expense of such campaign committee except by check from the designated depository.
- (b) A separate book or ledger shall be maintained for any petty cash expenditure. Expenditures from the petty cash fund shall be supported by vouchers retained by the treasurer and reported by category on the appropriate campaign fund report. The petty cash fund may not exceed two hundred fifty dollars (\$250.00) at any given time and the fund may be replenished only by check as provided in subsection (a) of this section. No more than twenty-five dollars (\$25.00) in the



aggregate may be disbursed from the petty cash fund to any single recipient at any one time. This section does not authorize expenditures for any purpose which is unlawful under this chapter.

(Laws of Rockville, Ch. 4, § 4-54; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 7, 5-22-95)

Sec. 8-75. - Expenditures by treasurer.

- (a) *Contributions and expenditures to pass through treasurer.* All contributions, money, or other valuable things collected, received or disbursed by any candidate or campaign committee for any purpose shall be paid over to and made to pass through the hands of the treasurer and, except as provided in subsection 8-74(b), shall be disbursed by such treasurer. It is unlawful for any candidate or any member of a campaign committee to make any expenditure or to disburse or expend money or any other valuable things for any purposes until the money or other valuable things so disbursed or expended shall have passed through the hands of the treasurer.
- (b) *Presentation of statement of moneys due.* Any statement of moneys owing by a treasurer shall be presented for payment to the treasurer within thirty (30) days after the election in connection with which the liability was incurred.

(Laws of Rockville, Ch. 4, § 4-55; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 8, 5-22-95)

Sec. 8-76. - Books, records and receipts of treasurer.

- (a) *Account books.* Every treasurer shall keep detailed, full and accurate accounts in a proper book to be called "account books," to be provided and preserved by such treasurer, of all contributions, money or valuable things received by or promised to, and of all expenditures, disbursements and promises of payment or disbursements of money or valuable things made by the treasurer.
 - (1) The account books shall set forth the date, amount, name and address of:
 - a. All persons from whom more than ten dollars (\$10.00) was received (whether in the form of contributions, loans or other receipts).
 - b. All persons making in-kind contributions and the fair market value of the in-kind contribution, unless the in-kind contribution is food or beverage which is either:
 - 1. Served to a group of twenty-five (25) persons or less; or
 - 2. Costs less than one hundred dollars (\$100.00).
 - c. All persons to whom disbursements were made, the check number, purpose, and amount of disbursement.
 - (2) The account books shall set forth the amount and date of all contributions of ten dollars (\$10.00) or less.
 - (3) The account books shall set forth the date, amount, name and address of all persons to whom any sum or thing of value is disbursed and the object and purpose for which the sum or thing of value was disbursed.



05/01/2023

Books and records may be destroyed or discarded at any time after two (2) years from the date of filing the final report required by section 8-81 unless a court of competent jurisdiction orders their retention for a longer period.

(b) *Campaign contribution receipts.*

- (1) Upon receipt of a contribution, a "campaign contribution receipt," in a form prescribed by the Board of Supervisors of Elections, shall be issued and delivered either by mail, by email, or in person by the treasurer to each person or treasurer of a committee, group, or organization in whose name:
 - a. Contributions are made in the individual or cumulative amount of more than ten dollars (\$10.00);
 - b. Tickets are purchased for any dinner, testimonial, cocktail party, barbecue, crab feast or other campaign-related function in the individual amount of more than ten dollars (\$10.00) or in the cumulative amount of more than fifty dollars (\$50.00). Upon request, a receipt must be given for any lesser amount.
 - (2) The treasurer shall retain a duplicate copy of all "campaign contribution receipts" with his books and records as required by subsection (a) of this section and report the information therein in the statement of contributions and expenditures required by sections 8-73 and 8-82.
 - (3) The "campaign contribution receipt" issued to a contributor shall serve as evidence of a contribution by such contributor.
- (c) *Anonymous contributions.* Except for contributions valued at ten dollars (\$10.00) or less, any money or other thing of value received from any unknown person or source by any treasurer, shall not be used for any political purpose whatsoever, but shall be paid by the treasurer so receiving the same, to the City's Director of Finance.
- (d) *Disposition of surplus funds.* Prior to the time of filing the final report required by sections 8-73 and 8-81(a)(5), any surplus funds remaining after payment of all campaign expenditures shall be:
- (1) Returned, pro rata, to the contributors by the treasurer;
 - (2) Paid to the City;
 - (3) Paid to a charitable organization registered pursuant to Anno. Code of Md., Business Regulation Art., § 6-401, as amended, or to a charitable organization exempt from such registration pursuant to Anno. Code of Md., Business Regulation Art., § 6-413, as amended; or
 - (4) In the case of continuing campaign committees, surplus funds may be carried forward to be used in the next election cycle provided such funds are reported as carry-forward receipts during the next election cycle.

(Laws of Rockville, Ch. 4, § 4-56; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 9, 5-22-95; Ord. No. 11-09, § 3, 3-23-09; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-77. - Contributions and expenses of candidates; loans.



05/01/2023

- (a) *Contributions and expenses.* The contributions of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of subsection 8-78(d), but must pass through the hands of the candidate's treasurer and be reported as required in other provisions in this article. Personal expenses of the candidate for filing fees, telegrams, telephoning, travel, and board, shall not be considered contributions if paid for by the candidate or the candidate's spouse.
- (b) *Loans.* No loan may be made to the campaign of a candidate, or candidates; or accepted on behalf of the campaign without the express written consent of the candidate or candidates. Written consent constitutes the personal guarantee of the candidate or candidates for repayment of the loan only if it expressly so provides. A copy of the consent shall be furnished to the lender at the time of the loan and attached to the appropriate campaign fund report required by sections 8-81 and 8-82.

(Laws of Rockville, Ch. 4, § 4-57; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 22-11, 10-24-11)

Sec. 8-78. - Contributions and expenses of persons not candidates.

- (a) *Restrictions.* No person (other than a candidate with respect to contributions to said candidate's own campaign committee promoting, exclusively, said candidate's own candidacy) shall, to aid or promote the success or defeat of any campaign committee or principle or of any proposition submitted to vote at any public election or of any candidate for election to public office, make a payment or contribution of money or property or incur any liability or promise any valuable thing to any person other than to the treasurer of a candidate or treasurer of a campaign committee in said candidate's or treasurer's official capacity except as provided in subsections (b) and (c) of this section. A contribution may be made directly to a candidate provided such candidate shall thereupon report such contribution to said candidate's treasurer.
- (b) *Exception for volunteering time and personal vehicle.* Nothing contained in this section shall limit or affect the right of any person to volunteer his time or personal vehicle for transportation incident to any election or to expend money for legal expenses in maintaining or contesting the results of any such elections.
- (c) *Exception for expressing personal views, promoting candidate or proposition.* Nothing in this section shall preclude any person from expressing said person's own personal views on any subject, or making independent expenditures for hiring halls, holding receptions, buying newspaper space and radio or television time or otherwise promoting a candidate or proposition, independently from any campaign committee, provided that:
 - (1) Coincident with such statement or advertising notice shall be given that the:
 - a. Views so expressed are the person's own;
 - b. Statement so made is a "paid political advertisement"; and
 - c. Person responsible for the advertisement is clearly identified.

The requirements of this subsection (1) shall not apply to any individual producing, publishing, or distributing campaign material promoting the success or defeat of any principle or proposition submitted to a vote at any City election, provided that such campaign material is produced, published, and distributed independent of, and not in coordination with, any campaign committee or other entity.



05/01/2023

- (2) All such independent expenditures must be reported, in accordance with the rules and filing dates pertaining to campaign committees under section 8-81, once they exceed twenty-five dollars (\$25.00).
- (d) *Limit of contributions.* It is unlawful for any individual, association, unincorporated association, corporation, or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than one thousand dollars (\$1,000.00) to any single candidate or campaign committee or to contribute money in excess of one hundred dollars (\$100.00) except by check, except that contributions may be made by any electronic method provided said contribution is recorded by the Treasurer and a receipt is provided to the contributor and a copy of the receipt is maintained by the Treasurer. Total contributions by a contributor to various campaign committees and candidates in any election cycle under this subsection shall not exceed two thousand dollars (\$2,000.00).
- (e) *Transfer of funds.*
- (1) The following types of transfers are exempt from the limitations of one thousand dollars (\$1,000.00) and two thousand dollars (\$2,000.00) set forth in subsection (d) of this section:
- From one (1) candidate's treasurer to another candidate's treasurer;
 - From the treasurer of a campaign committee to the treasurer of another campaign committee;
 - From a candidate's treasurer to the treasurer of a campaign committee;
 - From the treasurer of a campaign committee to a candidate's treasurer.
- (2) No transfer of any kind, in any amount, is permitted if it is intended to conceal the true identity of the actual contributor or the identity of the intended recipient.
- (f) *Election cycle.* An election cycle shall begin on the first day of January in the year following a general election and end on December 31st of the year of a general election. Special elections shall not effect the commencement and conclusion of election cycles for purposes of the chapter. In the case of special elections, the Board shall prescribe a schedule for the filing of reports, which schedule shall be reasonably consistent with the intent of section 8-81 with respect to general elections.

(Laws of Rockville, Ch. 4, § 4-58; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 3, 6-10-91; Ord. No. 3-95, § 10, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 11-09, § 4, 3-23-09; Ord. No. 22-11, 10-24-11; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-79. - Campaign communications by labor organizations, corporations, business associations.

A corporation, unincorporated business association, or labor organization, not otherwise a campaign committee may, without becoming thereby a campaign committee, make campaign communications to its stockholders or members, as the case may be, and executive or administrative personnel and their families on any subject, provided that:

- (1) The material is produced at the expense of the corporation, association, or labor organization; and
- (2) The material constitutes a communication of the views of the governing body of the corporation, association, or labor organization, and is not the republication or reproduction, in whole or in part, of any broadcast, transcript or tape or any written, graphic, or other form



of campaign materials prepared by the candidate, his campaign committees, or their authorized agents. A corporation, association, or labor organization may, under this section, use brief quotations from speeches or other materials of a candidate that demonstrate the candidate's position as part of the corporation's, association's, or labor organization's expression of its own views.

(Laws of Rockville, Ch. 4, § 4-59; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 11, 5-22-95)

Sec. 8-80. - Payment for walk-around services on early voting days and election day.

- (a) *Prohibited.* No candidate, or campaign committee, or any person acting on behalf of any of the foregoing may at any time, directly or indirectly, pay or incur any obligation to pay, nor may any person receive, directly or indirectly, any sum of money or thing of value in return for a political endorsement or for walk-around services or any other services as a poll worker or distributor of sample ballots, performed on election day.
- (b) *"Walk-around services" defined.* For the purpose of this section, walk-around services include any of the following activities when performed for money on election day while the polls are open:
 - (1) Distributing to any person any item enumerated in paragraph 8-101(7);
 - (2) Communicating a voting preference or choice in any manner;
 - (3) Stationing any person or object in or along the path of any voter; or
 - (4) Electioneering as described in section 8-45 of this chapter.
- (c) *Exceptions.* This section does not apply to:
 - (1) Meals, beverages and refreshments served to campaign workers;
 - (2) Salaries of regularly employed personnel in campaign headquarters;
 - (3) Media advertising including but not limited to newspaper, radio, television, billboard, or serial advertising;
 - (4) Rent and regular office expenses; or
 - (5) Cost of phoning voters or transporting voters to and from the voting centers.

(Laws of Rockville, Ch. 4, § 4-60; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 12, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Editor's note— Ord. No. 14-15, adopted July 13, 2015, changed the title of section 8-80 from "Payment for walk-around services on election day" to "Payment for walk-around services on early voting days and election day." The historical notation has been preserved for reference purposes.

Sec. 8-81. - Election reports to be filed by candidate, treasurer and committee chairperson.

- (a) A candidate and the treasurer designated by that candidate, and the chairperson and every treasurer of a campaign committee, shall file the report or statement of contributions and expenditures as prescribed in accordance with section 8-62 with the City Clerk. It is the responsibility of the candidate and treasurer, jointly and severally, if it is the statement of a



05/01/2023

candidate; the chairperson and treasurer, jointly and severally if it is the statement of a campaign committee; and, in the case of a campaign committee which is a "slate" as described in section 8-72(a), the slate chairperson, treasurer and individual slate candidates, jointly and severally, if it is the statement of such "slate", to file all reports or statements in full and accurate detail. Except as provided herein, each report filed shall contain all contributions received and expenditures made through and including the fifth day immediately preceding the day by which that report is to be filed, except as otherwise provided in this section. The initial report filed in an election cycle shall contain all contributions so received and expenditures so made since the closing date of the last report in the preceding election cycle, except that to the extent that there is an outstanding deficit from the last preceding election cycle, contributions may be credited against said deficit and shown on the report required by subsection (a)(4) for the last preceding election until such contributions equal the amount of the deficit at which time further contributions will be included in the current election cycle even if there are remaining unpaid bills. Each subsequent report shall contain all contributions so received and expenditures so made since the end of the period for which the last preceding report is filed. Even if no contributions or expenditures have been made since the end of the period for which the last preceding report was filed, a statement to that effect must be filed on the forms prescribed pursuant to section 8-82 under the circumstances and at the times specified in this section. Each report will be posted on the City's website within twenty-four (24) hours of the respective filing deadline. The initial and subsequent reports shall be consecutively filed no later than the dates and times provided as follows:

- (1) By 5:00 p.m. on the thirtieth day immediately preceding any election which report shall be complete through and including the 35th day immediately preceding the election; and
- (2) By 5:00 p.m. on the Wednesday immediately preceding an election which report shall be complete through and including the Tuesday preceding such Wednesday; and
- (3) By 5:00 p.m. on January 15 after the last day of the election cycle as defined in subsection 8-78(f) of this chapter which report shall be complete through and including the last day of the election cycle; and
- (4) If a cash balance exists or if any unpaid bills or deficits remain to be paid as of the end of the period for which the report or statement in subsection (a)(3) above or any subsequent report or statement is filed, annually on November 8th of every subsequent year until no cash balance, unpaid bill, or deficit remains; and
- (5) If a cash balance or outstanding debts or deficits were reflected on the last preceding report, but have all been eliminated by the date on which the next report is due, and the campaign committee has dissolved, or all of a candidate's accounts have been closed, then a report clearly marked as "final" shall be filed on or before such date showing all transactions since the last report.
- (6) If a candidate does not intend to receive contributions or make expenditures of three hundred dollars (\$300.00) or more, the candidate and his treasurer may jointly execute an affidavit to that effect on a form prescribed by the Board of Supervisors of Elections. If the candidate does not in fact receive contributions or make expenditures of three hundred dollars (\$300.00) or more, no further reports need be filed pursuant to this section. The affidavit shall be filed not later than the date by which the first report is due. If at any time the cumulative contributions to or expenditures by a candidate who has filed such an affidavit equal or exceed three hundred dollars (\$300.00), the candidate and the candidate's treasurer shall thereafter file all reports required by this section.



- (7) Except for reports required by paragraphs (a)(1) and (a)(2) of this section, if a report is due on a Saturday, Sunday or legal holiday, the report shall instead be filed on the next business day.
- (8) Reports required by paragraphs (a)(1) and (a)(2) of this section shall be electronically or hand-delivered to the City Clerk. A receipt shall be issued for all hand-delivered reports.
- (b) With respect to candidates for public office, election reports as specified below are required by all candidates for public office, whether or not the candidate's name appears on the ballot, or the candidate withdraws subsequent to filing his certificate of candidacy, or the candidate is unsuccessful in the election.
- (c) (1) The chairperson and the treasurer of any campaign committee which continues in existence from year to year, shall file the report or statement of contributions and expenditures as prescribed in accordance with section 8-82 with the City Clerk at each of the times and for the respective periods specified in subsection (a) of this section.
- (2) a. In any election year, on or before the dates specified in subsection (a) of this section, in lieu of the scheduled reports required to be filed under that subsection, a campaign committee which continues in existence from year to year may file an affidavit stating that since the date covered by the last report the committee has not been involved in raising or spending, and does not intend to raise or spend, money for that election.
- b. Until disbanded or reactivated, a campaign committee which continues in existence from year to year that files an affidavit under this paragraph shall also file an annual report on November 8th of each subsequent year giving a statement of all contributions received and expenditures made since the end of the period for which the last preceding report is filed, as prescribed in section 8-82 with the City Clerk.
- c. If, subsequent to the filing of the affidavit provided in this paragraph, a campaign committee which continues in existence from year to year receives contributions or makes expenditures in connection with the election for which it filed the affidavit, the committee shall thenceforth file all scheduled reports on the dates specified in subsection (a) of this section. If the contributions were received or expenditures made before any scheduled reporting dates, the committee is liable for all of the penalties for the late-filing of each of the required reports.
- d. The form of the affidavit to be filed under this paragraph shall be as prescribed from time to time by the Board of Supervisors of Elections.
- (d) In the case of a newly formed campaign committee, the campaign committee is not required to file any reports under section 8-81(a) otherwise due on or before the date of formation of such campaign committee.
- (e) Each candidate, the treasurer of each candidate, and the chairman and treasurer of each committee shall be notified by the City Clerk, electronically or by first class mail and no more than twenty (20) nor less than ten (10) days prior to the applicable filing date, of each report that person is required to file. The notice shall include the filing date, the place for filing, the penalty for failure to file a timely report, and the telephone number and business hours of the office where the report is to be filed.
- (f) Except for the reports required by paragraphs (a)(1) and (2) of this section, any report shall be considered timely if it is mailed on or before the filing deadline, regardless of when it is actually received, if the United States Postal Service has provided verification of that fact by affixing a



05/01/2023

mark so indicating on either the envelope or any receipt therefor. Unless a report is mailed, the City Clerk shall provide a receipt for each report received.

- (g) Notwithstanding anything contained in this chapter to the contrary, an organization, including a campaign committee, may designate an affiliated campaign committee and the designating organization shall not be required to file any of the election reports of contributions and expenditures described in this section if:
 - (1) The designation is made on a form prescribed by the Board and consented to by the affiliated committee on said form;
 - (2) The affiliated committee has a treasurer and chairman different from the designating organization's treasurer and chairman;
 - (3) The designating organization does not provide any financial or other reportable contributions to the affiliated committee;
 - (4) The designating organization otherwise takes no action to assist or attempt to assist in any manner the promotion of the success or defeat of any candidate, candidates, principle or proposition which has been, will be, or is being sought to be submitted to a vote in the current City election cycle after an organization designates an affiliated campaign committee.
 - (5) The affiliated committee complies with all reporting requirements of this chapter for the election cycle.
- (h) The provisions of this section shall apply to all campaign committees, their chairpersons and treasurers, and treasurers for candidates for public office located outside of the geographic boundaries of the City with respect to all expenditures of funds with respect to City elections.
- (i) For purposes of this section, the failure to provide all of the information required by the forms prescribed in accordance with section 8-82, to the extent applicable, is a failure to file.
- (j) Within three (3) business days after the deadline for the filing of any report which is required to be filed, the City Clerk shall compile a list of every candidate or committee which failed to file the report, which list shall be available to the public.

(Laws of Rockville, Ch. 4, § 4-61; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 2, 6-10-91; Ord. No. 3-95, § 13, 5-22-95; Ord. No. 11-09, § 5, 3-23-09; Ord. No. 10-13, § 2, 3-18-13; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-82. - Forms for report of contributions and expenditures and schedule of receipts and disbursements.

The forms for the "Report or Statement of Campaign and Election Contributions and Expenditures" and the "Schedule of Receipts and Disbursements" shall be prescribed, from time to time, by the Board of Supervisors of Elections. If a candidate desires to use a form different from the form prescribed by the Board of Supervisors of Elections, such candidate shall obtain prior approval from the Board before utilizing such a different form.

(Laws of Rockville, Ch. 4, § 4-62; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-83. - Requirements of election reports and statements.



05/01/2023

- (a) *Payment of late filing fee.* There is a late filing fee for each report or statement of expenditures and contributions which is not filed within the time prescribed in section 8-81. The fee is ten dollars (\$10.00) for each day or part of a day that a report is overdue. An additional fee of ten dollars (\$10.00) is due for each of the first six (6) days that a pre-election report is overdue pursuant to paragraphs 8-81(a)(1) and (2) and subsections 8-81(c) and (d). The maximum fee payable with respect to any single report is three hundred sixty dollars (\$360.00). The City Clerk shall receive an overdue report or statement even if any late filing fee due has not been paid but the report or statement shall not be considered officially filed until all fees have been paid. Upon the receipt by the Clerk of an overdue report or statement, no further late filing fees shall be incurred, notwithstanding the fact that the report or statement is not considered officially filed. The late filing fee is the joint and several personal liability of the candidate and treasurer as to the report of a candidate, or of the chairperson and treasurer as to the report of a campaign committee. A late filing fee may not be paid, directly or indirectly, from contributions to the candidate or campaign committee and, when paid, may not be treated as a contribution or an expenditure for purposes of this chapter.
- (b) *Prerequisites to becoming candidate, being elected by the Mayor and Council to fill a vacancy, or serving as treasurer.* A person may not become a candidate for public office in any election in the City, may not be elected by the remaining members of the Mayor and Council to fill a vacancy in the office of Mayor or Councilmember, may not have a certificate of candidacy accepted on that person's behalf, and that person may not become a treasurer for a candidate or committee unless:
- (1) The person has filed or had filed on that person's behalf all reports or statements required by section 8-81 and subsection (d) of this section to be filed by that person, as a candidate, chairman or treasurer during the five (5) calendar years preceding the election in which the person seeks to become a candidate or treasurer; and
 - (2) Any late filing fees due in connection with such reports and statements have been paid.
- (c) *Notice when report or statement is overdue.* The City Clerk shall promptly notify the Board of Supervisors of Elections of any report or statement required by section 8-81 to be filed which is more than thirty (30) days overdue. Whenever it learns that a required report or statement is more than thirty (30) days overdue, the Board of Supervisors of Elections shall issue a notice to the candidate and treasurer, if the report is the statement of a candidate, or to the chairperson and treasurer if the report is that of a campaign committee, to show cause why they should not be charged with a violation of the provisions of this article, unless the failure to file is remedied and late filing fees paid within thirty (30) days of service of the notice. Any candidate, chairperson, or treasurer who fails to file the report or statement and pay the late filing fee due within thirty (30) days after service of the show cause notice is guilty of a municipal infraction and subject to the penalties prescribed in section 8-111(b). Any such prosecution must be commenced within three (3) years of the date on which the report or statement was originally due.
- (d) *Failure to provide information called for.* For the purposes of this section, the failure to provide all of the information called for on the forms prescribed pursuant to section 8-82, to the extent applicable, is a failure to file if the Board of Supervisors of Elections has notified the candidate and treasurer or chairman and treasurer, in writing, of the particular deficiencies and a properly corrected report has not been filed within thirty (30) days of service of such notice. After the thirtieth day, and in the absence of a filed corrected report, daily late filing fees are thereafter payable, and all sanctions provided for in this section and in section 8-111 shall be fully



05/01/2023

applicable without the necessity of further notice to the candidate, chairman, or treasurer under this subsection or subsection (c) of this section.

- (e) *Successful candidates.* A person may not be deemed elected to any public office of the City or enter upon the duties of the office or receive any salary or emoluments therefrom until all of the reports and statements of contributions and expenditures required to be filed by the person pursuant to subsection 8-81(a) and subsection (d) of this section and due before the person may take office, have been filed. A candidate may not be sworn in until the Board of Supervisors of Elections certifies that all the reports and statements required to be filed by such candidate prior to taking office by subsection 8-81(a) and subsection (d) of this section have been filed. The oath of office may not be administered to a candidate until the official administering the oath has received this certification from the Board of Supervisors of Elections.
- (f) *Withholding compensation.* If any person elected to public office has been notified pursuant to subsection (c) or (d) of this subsection and has failed to file a report or statement required by subsection 8-81(a) or subsection (d) of this section in the time required or failed to pay any late filing fee due, the Board of Supervisors of Elections shall cause an investigation to be undertaken and shall notify the elected official and afford him the opportunity to be heard. If the Board determines, after hearing, that a report or statement required by subsection 8-81(a) or subsection (d) of this section was not timely filed, that the official was notified pursuant to subsection (c) or (d) of this section, and that the failure to file has not been corrected and late filing fees have not been paid, then it shall direct the City Manager and City Clerk to withhold the compensation of the elected official until the report or statement is filed and all late fees paid and to withhold from future compensation payments a sum or sums which equal any amount previously paid to the elected official for a period during which his report or statement was in default.
- (g) *Distribution of late filing fees.* All late filing fees shall be paid to the City and shall be treated as a special fund and the City shall use the funds to defray the cost of voter education.
- (h) *Section mandatory; waiver of late filing fee.*
 - (1) The provisions of this section and the provisions of section 8-81 with respect to the filing of reports or statements are mandatory and not directory. However, no sanctions may be imposed for failure to file a report or statement or to pay a late filing fee if the failure is found by a court of competent jurisdiction to be for just cause.
 - (2) In addition, upon request of the person required to file, a late filing fee may be waived for just cause by the Board of Supervisors of Elections.
 - (3)
 - a. The decision of the Board to waive or not to waive a late filing fee shall be in writing and shall set forth the circumstances surrounding the late filing and the reasons for the decision.
 - b. The decision to waive or not to waive may be made without notice or hearing.

(Laws of Rockville, Ch. 4, § 4-63; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 14, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 1-19, § 6, 1-7-19)

Sec. 8-84. - Preservation of reports, statements, accounts; inspection; certified copies.

The City Clerk shall receive, file and preserve all reports, statements and accounts relating to campaign contributions and expenditures which are required to be filed by this chapter. These reports, statements, and accounts shall be kept as part of the records of the City for a period of five



05/01/2023

(5) years regardless if the candidate is successful, unsuccessful, or resigns, or for a longer period if ordered by a court of competent jurisdiction. These reports, statements and accounts shall be subject and open to inspection by any citizen of the City during the hours in which the Clerk's office is open. In addition, the City Clerk shall make a permanent record of all election reports required to have been filed by section 8-81 but which have not been filed. The permanent record shall include the name of the candidate or the committee, the treasurer, an identification of the missing report, and if a final report, a notation of the amount of any outstanding balance, bills or deficits as shown on the last report filed.

(Laws of Rockville, Ch. 4, § 4-64; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 14-15, 7-13-15)

Secs. 8-85—8-100. - Reserved.

DIVISION 3. - CAMPAIGN PRACTICES

Sec. 8-101. - Prohibited practices.

The following persons shall be guilty of prohibited practices and shall be punished in accordance with the provisions of this section:

- (1) *Offering bribe.* Every person who shall, directly or indirectly, by himself or by another, give or offer or promise to any person any money, gift, advantage, preferment, aid, emolument or any valuable thing whatever, for the purpose of inducing or procuring any person to vote, or refrain from voting, for or against any person, or for or against any measure or proposition at any City election.
- (2) *Accepting or soliciting bribe.* Every person who shall, directly or indirectly, receive, accept, request or solicit from any person, candidate, committee, association, organization or corporation, any money, gift, advantage, preferment, aid, emolument, or any valuable thing whatsoever, for the purpose of inducing or procuring any person to vote, or refrain from voting, for or against any person, or for or against any measure or proposition at any City election.
- (3) *Acting on bribe.* Every person who, in consideration of any money, gift, advantage, preferment, aid, emolument, or any valuable thing whatsoever, paid, received, accepted, or promised to the advantage of himself or any other person, shall vote or refrain from voting for or against any person, or for or against any measure at any City election.
- (4) *Making contribution other than to treasurer.* No person shall, directly or indirectly, pay, give, contribute or promise any money or other valuable thing to defray or towards defraying the costs or expenses of any candidate or campaign committee to any person, committee, company, organization or association, other than to a treasurer.
 - a. This subsection shall not apply to dues regularly paid for membership in any campaign committee if all money expended by such committee in connection with the costs or expenses of any campaign or election is paid out only through its treasurer as provided in this article.
 - b. This subsection shall not apply to any contribution received by a candidate or the candidate's authorized agent provided that the candidate or authorized agent shall immediately turn the contribution over to the treasurer.



05/01/2023

- (5) *Political contributions in false name.* Every person who shall, directly or indirectly, by himself or through another person make a payment or promise of payment to a treasurer or candidate in any other name than his own, and every treasurer or candidate who shall knowingly receive a payment or promise of payment and entered the same or caused the same to be entered in his accounts in any other name than that of the person by whom such payment or promise of payment is made.
- (6) *Coercing employees.* Every person who, being an employer, pays his employees the salary or wages due in pay envelopes, upon which there is written or printed or in which there is enclosed any political motto, device or argument containing threats, express or implied, intended or calculated to influence the political opinions or actions of such employees, or within ninety (90) days of an election puts or otherwise exhibits in the establishment or place where his employees are engaged in labor any handbill or placard containing any threat, notice or information that if any particular ticket or candidate is elected or defeated work in his place or establishment will cease, in whole or in part, his establishment will be closed up, the wages of his employees will be reduced, or other threats, express or implied, intended or calculated to influence the political opinions or actions of his employees.
- (7) *Campaign literature.* Every person who publishes or distributes or causes to be published or distributed any pamphlet, circular, card, sample ballot, dodger, poster, advertisement or any printed, multigraphed, photographed, typewritten or written matter or statement or any matter or statement which may be copied by any device or method now known for printing or copying or which may hereafter be used for making copies of printed or written matter in any form whatever for publication or distribution, relating to or concerning any candidate, including a write-in candidate, or prospective candidate for public office or for the acceptance or defeat of any proposition unless such pamphlet, circular, card, sample ballot, dodger, poster, advertisement, or other form of publication described in this article clearly indicates the name of the candidate, person or campaign committee responsible for the literature and contains, but set apart therefrom, an authority line which shall include the name and address of the person, treasurer, or campaign manager responsible for the publication or distribution of the same, except that if the person, treasurer, or campaign manager has furnished the address to the City Clerk, the literature need not contain an address.
- The requirements of this subsection (7) shall not apply to any individual publishing or distributing campaign literature promoting the success or defeat of any principle or proposition submitted to a vote at any City election, provided that such campaign literature is published and distributed independent of, and not in coordination with, any campaign committee or other entity.
- (8) *Contribution or expenditure in violation of section 8-77.* Every person who, being a candidate, makes any payment, contribution, expenditure or promotes or incurs any liability to pay, contribute or expend from his own personal financial resources any money or thing in value in a manner not authorized by section 8-77.
- (9) *Offenses relating to voting by mail-in ballot.* Any person who knowingly commits, or aids or abets in committing, fraud in connection with any mail-in ballot vote cast, to be cast, or attempted to be cast.

(Laws of Rockville, Ch. 4, § 4-71; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 15, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 6-18, 4-9-18)



05/01/2023

Sec. 8-102. - Requirements concerning advertising; rates.

It is unlawful for any person, candidate, campaign manager, treasurer, or campaign committee to expend any money for printing, publication, or broadcasting of any campaign material unless such campaign material purports on its face to be a paid political advertisement and printed, published, or broadcast by the authority of the person, campaign manager or treasurer for the named candidate or campaign committee. This section shall not apply to communications by a campaign committee exclusively to its membership, or to communications by an individual acting independent of any campaign committee or other entity in promoting the success or defeat of any principle or proposition submitted to a vote at any City election.

(Laws of Rockville, Ch. 4, § 4-72; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 16, 5-22-95; Ord. No. 7-95, 6-26-95)

Sec. 8-103. - Retention of samples of political matter published or distributed.

- (a) Each candidate or treasurer and every person who publishes or distributes or causes to be published or distributed campaign material, shall maintain for a period of one (1) year following each election a complete file of sample copies of all matter printed, published, or distributed by his authority.
- (b) Distributor includes any person, partnership, or corporation engaged in the distribution of circulars, pamphlets, and other advertisements by hand delivery or direct mail for profit but does not include salaried employees, agents or volunteers of the person, partnerships, or corporations.
- (c) A person subject to the requirements of subsection (a) is not required to maintain sample copies of billboards and placards.

(Laws of Rockville, Ch. 4, § 4-73; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Secs. 8-104—8-110. - Reserved.

DIVISION 4. - REMEDIES

Sec. 8-111. - Violation of chapter declared misdemeanor; penalty for violations.

- (a) *Misdemeanors.* Any person who violates Section 8-101(1), (2), (3), (5), (6) or (9) of this chapter is guilty of a misdemeanor, and upon conviction shall be fined not more than one thousand dollars (\$1,000.00) or be imprisoned for not more than six (6) months, or both, in the discretion of the court.
- (b) *Municipal infractions.* Any person who violates any provision of this chapter other than those listed in subsection (a) above is guilty of a municipal infraction pursuant to Section 1-9 of this Code. A municipal infraction citation may be issued to such person by the Board of Supervisors of Elections or the Board's designee, and shall be prosecuted by the City Attorney.
- (c) *Ineligibility from holding office.*
 - (1) Any person who is convicted of a misdemeanor under subsection (a) of this section shall automatically be ineligible for any elected or appointed public office in the City for a period of eight (8) years from and after the time of the commission of the offense.



05/01/2023

- (2) If the board determines, after notice and a hearing at which evidence is taken and a transcript made, that a person found guilty of a municipal infraction under subsection (b) of this section knowingly and wilfully commits such violation or had knowledge of and consented to such violation by said person's agent, the Board may declare such person to be ineligible for any elected or appointed public office in the City for such period of time as the Board finds appropriate, but not be exceed eight (8) years. Any person aggrieved by reason of such determination of the Board may appeal to the Circuit Court for the County according to the Maryland Rules governing administrative appeals.
- (3) If a person holding public office in the City becomes ineligible for such position under this subsection (c), such person shall automatically be removed from office and the position shall be deemed vacant. Such vacancy shall be filled in the same manner as other vacancies in such office are filled.
- (d) If a different penalty is specifically prescribed for violation of any section in this chapter and expressly set forth therein, the specific penalty applies and the penalty set forth in this section does not apply.

(Laws of Rockville, Ch. 4, § 4-81; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 17, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Cross reference— Punishment for misdemeanors, § 1-10.

Sec. 8-112. - Injunction.

The Board of Supervisors of Elections, the Chairman of the Board of Supervisors of Elections, on behalf of the Board, or any aggrieved party having sustained a direct injury may seek an immediate injunction against any violation of the provisions of this chapter.

(Laws of Rockville, Ch. 4, § 4-82; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)



05/01/2023



City of Rockville

City Code

Chapter 16 – Public Ethics

s

Chapter 16 - PUBLIC ETHICS^[1]

Footnotes:

--- (1) ---

Editor's note— Ord. No. 13-13, adopted June 17, 2013, amended chapter 16 in its entirety to read as herein set out. Formerly, chapter 16, articles I—IV, pertained to similar subject matter, and derived from the Laws of Rockville, Ch. 15, §§ 1-102—1-104, 2-101—2-103, 3-101—3-106, 4-101, 5-101, 5-102, and Ord. No. 28-85, §§ 2, 3, adopted October 14, 1985.

Cross reference— Officers and employees, § 2-216 et seq.; personnel, Ch. 15; additional ethics provisions relative to purchasing, § 17-153.

State Law reference— Maryland Public Ethics Law, Anno. Code of Md., State Government Article, § 15-101 et seq.

ARTICLE I. - IN GENERAL

Sec. 16-1. - Definitions.

The words used in this chapter shall have the meanings assigned to them in section 1-2 and their normal accepted meanings except as set forth below:

Appointed officials means officials of the City appointed to their position by the Council, whether salaried or not.

Business entity means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. "Business entity" does not include a governmental entity.

Child includes a child, adopted child, stepchild, foster child or grandchild, of whatever age.

City Attorney means the City Attorney or other attorney designee.

Dependent child means a child that is claimed as a dependent for income tax return purposes.

Designated Boards and Commissions means the Planning Commission, Board of Appeals, Historic District Commission, and Ethics Commission.

Doing business with means:

- (1) Having or negotiating a contract that involves the commitment of one thousand dollars (\$1,000.00) or more of City-controlled funds; or
- (2) Being regulated or otherwise under the authority of an entity; or
- (3) Being registered as a lobbyist in accordance with section 16-76.

Domestic partner means a relationship between two (2) individuals who:

- (1) Are co-habiting and are not related to each other by blood or marriage;
- (2) Are not married or in a civil union or domestic partnership with another individual;
- (3) Agree to be in a relationship of mutual interdependence in which each individual contributes to the maintenance and support of the other individual and the relationship, even if both individuals are not required to contribute equally to the relationship; and



(4) For whom two (2) or more of the following conditions exist:

- (i) Joint liability of the individuals for a mortgage, lease or loan;
- (ii) A joint checking account, joint investments, or a joint credit account;
- (iii) A joint renter's or homeowner's insurance policy;
- (iv) Coverage on the other individual's health insurance policy;
- (v) Joint responsibility for child care, such as guardianship or school documents; or
- (vi) A relationship or cohabitation contract.

Elected officials means the Mayor and members of the Council.

Employment means any occupation, trade, or profession for which a person receives compensation from another person for private, as opposed to governmental, services rendered.

Financial interest means:

- (1) Ownership of any interest as a result of which the owner has received, within the past three (3) years, or is presently receiving, or in the future is entitled to receive, more than one thousand dollars (\$1,000.00) per year; or
- (2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than three (3) percent of a business entity by a City official or employee, or the spouse of an official or employee.

Gift means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. "Gift" does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with the provisions of Section 13-101, et seq., of the Elections Article of the Annotated Code of Maryland, Chapter 8 "Elections" of the Rockville City Code, or any other provision of state or local law regulating the conduct of elections or the receipt of political campaign contributions.

Immediate family means an individual's, domestic partner, spouse and dependent children.

Interest means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly or severally, directly or indirectly. In addition to any legal or equitable economic interest owned or held, interest shall also mean and include negotiations undertaken for the purpose of actually acquiring or obtaining a legal or equitable economic interest. For purposes of sections 16-64 and 16-69 "interest" applies to any interests held at any time during the calendar year for which a required statement is to be filed. "Interest" does not include:

- (1) An interest held in the capacity of a personal agent, representative, custodian, fiduciary, or trustee, unless the holder has an equitable interest therein;
- (2) An interest in a time or demand deposit in a financial institution;
- (3) An interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period;



- (4) A common trust fund or a trust which forms part of a pension or profit-sharing plan which has more than twenty-five (25) participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
- (5) A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stock and interests in a specific sector or area that is regulated by the individual's government unit.

Municipal Custodian means the City Clerk or any other designated municipal official who acts as the keeper or caretaker of the official municipal records.

Official and/or employee means any person elected to, appointed to or employed by the City or any City agency, board, commission, or similar entity whether or not paid in whole or in part with City funds and whether or not compensated.

Proper authority means the City Manager for salaried employees and all others, except the Council shall be the "proper authority" for the City Manager, City Clerk, and City Attorney and his or her assistants.

Salaried decision-making employees means those salaried or contract employees of the City identified as professional and supervisory personnel, by the City Manager, based upon the provisions and regulations of the Fair Labor Standards Act.

Salaried nondecision-making employees means all employees of the City other than salaried decision-making employees.

Qualified relative means a spouse, domestic partner, parent, child or sibling.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 1, 8-1-18)

State Law reference— Definitions applicable to Maryland Public Ethics Law, Anno. Code of Md.; State Government Article, § 15-102.

Sec. 16-2. - Purpose and policy.

- (a) The Council, recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.
- (b) It is evident that this confidence and trust is eroded when the conduct of the City's business is subject to improper influence and can be eroded where there is even the appearance of improper influence.
- (c) For the purpose of guarding against improper influence, the Council enacts this chapter to require City officials and employees to disclose their financial affairs and to set minimum standards for their conduct of City business.
- (d) It is the intention of the Council that this chapter, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.

(Ord. No. 13-13, 6-17-13)

State Law reference— Similar provisions, Anno. Code of Md., State Government Article, § 15-10.



05/01/2023

Sec. 16-3. - Administration.

- (a) There is an Ethics Commission that consists of five (5) members appointed by the Mayor with the confirmation of the Council. The Mayor shall consult with each Councilmember prior to the appointment of the original Commission members. The Commission shall:
 - (1) Devise, receive, and maintain all forms required by this chapter;
 - (2) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this chapter regarding the applicability of the provisions of this chapter to them;
 - (3) Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this chapter; and
 - (4) Conduct a public information program regarding the purposes and application of this chapter.
- (b) Composition; qualifications for membership. At least one member of the Commission must be an attorney licensed to practice law in any state in the United States, including the District of Columbia, and must be a member in good standing. Each member of the Commission must meet the following qualifications:
 - (1) The member must reside in the City;
 - (2) During the member's term of office the member must not:
 - (A) Hold or be a candidate for any state, county or local elected or appointed office;
 - (B) Be an employee of the state, a political subdivision of the state or a public body created by the state or a political subdivision of the state.
- (c) Term. Commission members serve for a term of three (3) years, except that the initial appointment of one member shall be for one year, two (2) members for two (2) years; and two (2) members for three (3) years. Any vacancy must be filled only for the remainder of the unexpired term. A Commission member may continue to serve until the Council confirms a successor.
- (d) Interpretation. The City Attorney shall be responsible for interpreting this chapter and advising the Commission.
- (e) The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the City of Rockville is in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8 Annotated Code of Maryland for elected local officials.
- (f) The Commission shall periodically review this chapter to determine if changes are required to be in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8 Annotated Code of Maryland and shall forward any recommended changes and amendments to the Mayor and Council for enactment.
- (g) The Commission may adopt other policies, procedures and regulations to assist in the implementation of the Commission's programs established in this chapter.
- (h) Municipal Custodian. The Municipal Custodian shall be the custodian of all forms submitted by any person in accordance with this chapter.



- (i) Advisory opinions. Any official or other person subject to the provisions of this chapter may request an advisory opinion from the Commission concerning the application of this chapter. The Commission shall respond promptly to these requests, providing an opinion based on the facts provided or reasonably available to the Commission. Copies of these opinions, with the identity deleted, shall be made available to the public.
- (j) Complaints. Any person may file with the Commission a complaint alleging a violation of any of the provisions of this chapter. These complaints shall be written and under oath. If, upon review and investigation, the Commission determines that there are insufficient facts upon which to base a determination of a violation, it may dismiss the complaint. If there is a reasonable basis for believing a violation has occurred, the Commission shall notify the alleged violator of the nature and circumstances of the alleged violation in writing and shall advise the person of the steps necessary to be taken to comply with the provisions of this chapter.
- (k) The Commission shall provide ethics training to the City's elected officials, candidates for elected office, employees and board and commission appointees, as necessary and appropriate.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 1, 8-1-18)

Sec. 16-4. - Enforcement.

- (a) The Ethics Commission may:
 - (1) Assess a late fee of ten dollars (\$10.00) per day up to a maximum of three hundred sixty dollars (\$360.00) for a failure to timely file a financial disclosure statement required under article II of this chapter.
 - (2) Assess a late fee of ten dollars (\$10.00) per day up to a maximum of two hundred fifty dollars (\$250.00) for a failure to file a timely lobbyist registration or lobbyist report required under section 16-76 of this chapter.
- (b) Upon a finding of a violation of any provision of this chapter, the Commission may:
 - (1) Issue an order of compliance directing the respondent to cease and desist from the violation;
 - (2) Issue a reprimand;
 - (3) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if the discipline is authorized by law; or
 - (4) Impose a fine of up to five thousand dollars (\$5,000.00) for any violation of the provisions of this chapter, with each day upon which the violation occurs constituting a separate offense.
- (c) Upon direction by the Commission, the City Attorney, or designee, may file a petition for injunctive or other relief in the Circuit Court for Montgomery County, or any other court having proper venue for the purpose of requiring compliance with the provisions of this chapter. Upon direction by the Commission, the City Attorney, or other designated attorney, may seek:
 - (1) To have the court issue an order to cease and desist from the violation;
 - (2) To have the court void an official action taken by an official or employee with a conflict of interest prohibited by this chapter when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within ninety (90) days of the



occurrence of the official action, if the court deems voiding the action to be in the best interests of the public; provided, however, that the court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes or other evidence of public obligation.

- (d) If the Commission finds that a respondent has violated section 16-76 (lobbying requirements) of this chapter, the Commission may:
 - (1) Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under section 16-76 (lobbying requirements) of this chapter;
 - (2) Impose a fine not exceeding five thousand dollars (\$5,000.00) for each violation; and
 - (3) Suspend the registration of an individual registered lobbyist if the Commission finds that the lobbyist has knowingly and willfully violated section 16-76 (lobbying provisions) of this chapter or has been convicted of a criminal offense arising from lobbying activities.
- (e) A violation of the provisions of section 16-76 (lobbying provisions) of this chapter shall constitute a misdemeanor, conviction of which shall subject the violator to a fine not exceeding ten thousand dollars (\$10,000.00) or imprisonment for a term not exceeding one year, or both fine and imprisonment in the discretion of the court.
- (f) In addition to any other enforcement provisions in this chapter a person who the Commission or a court finds has violated this chapter:
 - (1) May be subject to termination or other disciplinary action, removal from office, or other sanction by the appropriate authority as provided by law; and
 - (2) May be suspended by the appropriate authority from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.
- (g) A finding of a violation of this chapter by the Commission is public information.

(Ord. No. 13-13, 6-17-13)

Secs. 16-5—16-20. - Reserved.

ARTICLE II. - CONFLICTS OF INTEREST^[2]

Footnotes:

--- (2) ---

State Law reference— State conflict of interest provisions, Anno. Code of Md., State Government Article, § 15-501 et seq.; local governments required to enact conflict of interest provisions, Anno. Code of Md., State Government Article, § 15-804.

Sec. 16-21. - Scope.

This article is applicable to any person, whether compensated or not, whether full-time or part-time, who holds a position or appointment of any kind or nature in the government of the City.



05/01/2023

(Ord. No. 13-13, 6-17-13)

Sec. 16-22. - Disclosure of confidential information.

Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit or other private interest of the official or employee or that of another person.

(Ord. No. 13-13, 6-17-13)

State Law reference— Disclosure of confidential information, Anno. Code of Md., State Government Article, § 15-507.

Sec. 16-23. - Gifts or favors.

- (a)
 - (1) No elected or appointed official or salaried employee (decision-making or nondecision-making) shall directly or indirectly solicit any gift, whether in the form of service, loan, thing, employment, or promise, from any person, firm or corporation.
 - (2) No elected or appointed official or salaried employee (decision-making or nondecision-making) shall directly solicit any gift or facilitate the solicitation of any gift on behalf of another person, from an individual regulated lobbyist, whether in the form of service, loan, thing, or promise.
- (b) An elected or appointed official or salaried employee (decision-making or nondecision-making) may not knowingly accept a gift, directly or indirectly from a person that the official or employee knows or has the reason to know:
 - (1) Is doing business with or seeking to do business with the City;
 - (2) Has a financial interest that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - (3) Is engaged in an activity regulated or controlled by the official's or employee's department within the City;
 - (4) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.
- (c) Notwithstanding subsections (a) and (b) above, and except as provided in subsection (d) below, an official or employee may accept the following unsolicited gifts:
 - (1) Ceremonial gifts or awards which have insignificant monetary value;
 - (2) Unsolicited gifts of nominal value that do not exceed twenty dollars (\$20.00) in cost or memorabilia of nominal value or trivial items of informational value;
 - (3) Reasonable expenses for food, travel, or out-of-town lodging when an official or employee is scheduled for participation in a panel or speaking engagement at a meeting;
 - (4) Gifts of tickets or free admissions extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;



05/01/2023

- (5) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee;
 - (6) Meals and beverages consumed in the presence of the donor or sponsoring entity;
 - (7) A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City and that the gift is purely personal and private in nature;
 - (8) Honoraria for speaking at or participating in a meeting, provided that the offering of the honorarium is not related in any way to the official's or employee's official position.
- (d) Paragraph (c) above does not apply to a gift:
- (1) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 - (2) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or
 - (3) Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

(Ord. No. 13-13, 6-17-13)

State Law reference— Solicitation or acceptance of gifts, Anno. Code of Md., State Government Article, § 15-505.

Sec. 16-24. - Representing private interests before agencies or courts.

No member of the council or salaried employee (decision-making or nondecision-making) may assist or represent the private interests of another for compensation in any matter before or involving the City or any agency of the City. No appointed or elected official shall assist or represent the private interests of another where such appointed or other elected official has any official involvement with respect to determination of the private interest. No official or employee shall represent private interests in any action or proceeding against the interests of the City in any litigation to which the City is a party other than personal injury cases involving the City, except that such official or employee upon disclosing his interest and providing evidence of no official involvement to the proper authority, may represent a parent, spouse, child, ward, or other person for whom he is a personal fiduciary. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City.

(Ord. No. 13-13, 6-17-13)

Sec. 16-25. - Dealing with City when interested.

- (a) Except as provided in subsection (b)(4), all elected or appointed officials or salaried employees (decision making or nondecision making) are subject to this section.



- (b) Except as permitted by Commission regulation or opinion, an official or employee must not participate in:
- (1) Any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest;
 - (2) Any matter in which any of the following is a party:
 - (i) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
 - (ii) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner or employee;
 - (iii) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;
 - (iv) A business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative if the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee;
 - (v) An entity, doing business with the City in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
 - (vi) A business entity that:
 - (A) The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - (B) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
 - (3) A person who is disqualified from participating under paragraphs (1) or (2) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
 - (i) The disqualification leaves a body with less than a quorum capable of acting;
 - (ii) The disqualified official or employee is required by law to act; or
 - (iii) The disqualified official or employee is the only person authorized to act.
 - (4) This subsection does not apply to elected officials or appointed officials who do not receive any compensation. A former lobbyist who is or becomes subject to this chapter as an employee or appointed official, other than as an uncompensated appointed official, must not participate in a case, contract, or other specific matter as an employee or appointed official, other than as an uncompensated appointed official, for one (1) calendar year after the termination of the registration of the former lobbyist if the former lobbyist previously assisted or represented another party for compensation in the matter.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 2, 8-1-18)



05/01/2023

Sec. 16-26. - Land use decisions.

Any elected or appointed official or salaried employee (decision-making or nondecision making) who has an interest in any proceeding or in any other manner regarding annexation, zoning or the use of land, or who has an interest which would be directly and economically impacted by the outcome of any proceeding, distinct from the public at large, regarding annexation, zoning, or other use of land (or whose spouse, parents, children, siblings or business associates have such interest) shall make known to the proper authority the nature and extent of such interest and shall disqualify himself on the record.

(Ord. No. 13-13, 6-17-13)

Sec. 16-27. - Employment restrictions.

- (a) Except when such interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict and as permitted by Commission regulation, an elected or appointed official or salaried employee (decision-making or nondecision-making) may not (1) be employed by, or have a financial interest in, any entity subject to his authority or that of the City agency, board, or commission with which he or she is affiliated or any entity which is negotiating or has entered into a contract with that agency, board or commission, or (2) hold any other employment relationship which would impair his/her impartiality or independence of judgment.
- (b) Subject to other provisions of law, including other portions of this article, the prohibition contained in subsection (a) of this section does not apply to a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided, it is publicly disclosed to the appointing authority and the Commission.
- (c) A former elected or appointed official or salaried employee (decision-making or nondecision-making) may not assist or represent another party other than the City for compensation in a case, contract, or other specific matter involving the City if that matter is one in which he or she significantly participated as an official or employee. Compensation, for purposes of this subsection, does not include court-ordered reimbursement of out-of-pocket expenses including courts costs and attorney's fees.
- (d) A former member of the Mayor and Council may not assist or represent another party for compensation in a matter that is the subject of legislative action for a period of two (2) years after leaving office.

(Ord. No. 13-13, 6-17-13)

State Law reference— Employment restrictions, Anno. Code of Md., State Government Article, § 15-502.

Sec. 16-28. - Use of prestige of office.

No elected or appointed official or salaried employee (decision-making or nondecision-making) may intentionally use the prestige of his office for his own private gain or that of another. The performance of usual and customary constituent services, without additional compensation, does not constitute the use of the prestige of office for private gain or that of another.

(Ord. No. 13-13, 6-17-13)



State Law reference— Similar provisions, Anno. Code of Md., State Government Article, § 15-506.

Sec. 16-29. - Special restrictions on council.

- (a) *Decisions.* Any member of the Council disqualified from voting on any item of business pursuant to sections 16-24, 16-25 and 16-26, shall continue to be disqualified from voting for a period of one year after termination of such interest unless such disqualification is waived by a majority vote of the remaining members of the Council. Any member of the Council may abstain or may request the abstention of another member of the Council from voting on and participating in any discussion of any item of business that the particular Councilmember feels may present a violation of this chapter.
- (b) *Closed sessions.* Any item of business discussed by the Council in closed session that would require a member of the Council to refrain from discussion if such item of business occurred in open public session, shall require that the member of the Council absent himself from discussion of that item in closed session. Any member required to absent himself from the discussion of an item of business in closed session, shall not be supplied with any documentation or information by the staff of the City in connection with the discussion of the item of business in closed session.

(Ord. No. 13-13, 6-17-13)

Sec. 16-30. - Restrictions on procurement.

An individual or a person that employs an individual who assists a City department in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement. The Commission may establish exemptions from the requirements of this subsection for providing descriptive literature, sole source procurements, and written comments solicited by the procuring department.

(Ord. No. 13-13, 6-17-13)

Secs. 16-31—16-45. - Reserved.

ARTICLE III. - FINANCIAL DISCLOSURE^[3]

Footnotes:

--- (3) ---

State Law reference— Local governments required to enact financial disclosure provisions, Anno. Code of Md., State Government Article, § 15-805; state financial disclosure provisions, Anno. Code of Md., State Government Article, § 15-806.

DIVISION 1. - GENERALLY

Sec. 16-46. - Appointed officials and employees.



05/01/2023

- (a) All appointed officials and salaried decision-making employees shall file with the Municipal Custodian, on or before April 15 of each year during the person's term in office or period of employment, a financial disclosure statement, under oath or affirmation, which shall disclose gifts from any one person received at any time during the calendar year immediately preceding such year from entities doing business with the City. Said financial disclosure statement shall include the approximate value of each gift disclosed. Persons filing statements pursuant to section 16-63 or section 16-68 shall not be required to file the additional statement described in this subsection.
- (b) All officials and employees shall file a written statement, under oath or affirmation, with the Municipal Custodian disclosing any interest or employment that raise a conflict of interest or the appearance of a conflict of interest in connection with a specific proposed action by the employee or official, which would require disqualification from participation pursuant to sections 16-25 and 16-26 sufficiently in advance of any anticipated action to allow adequate disclosure to the public.
- (c) The reports filed pursuant to this section shall be maintained by the Municipal Custodian as public records available for public inspection and copying in accordance with subsections 16-63(g) and 16-68(d). The Municipal Custodian must not provide public access to an address that an individual has designated as the individual's home address.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 3, 8-1-18)

Secs. 16-47—16-60. - Reserved.

DIVISION 2. - ELECTED OFFICIALS AND CANDIDATES FOR ELECTED OFFICE

Sec. 16-61. - Scope.

All elected officials or those appointed to fill the vacant office of an elected official and all candidates for elective office are required to file the statements provided for in this division.

(Ord. No. 13-13, 6-17-13)

Sec. 16-62. - Removal for failure to file financial disclosure statement.

In addition to any other penalties and enforcement actions provided for in this chapter, failure to file a financial disclosure statement under sections 16-61 and 16-63 shall constitute cause for removal of an elected official from office. Upon the failure of an elected official to file his/her financial disclosure statement as required, the Council shall hold a public hearing for the purpose of considering the removal of the elected official from office as provided for under the provisions of Article 23A, Section 2(b)(25) of the Annotated Code of Maryland, presently in effect and as may be amended from time to time. Failure to file a financial disclosure statement as required by this chapter shall be prima facie evidence of nonfeasance in office.

(Ord. No. 13-13, 6-17-13)

Sec. 16-63. - Statement required.



- (a) Except as provided in subsection (d) below, each elected official shall file with the Municipal Custodian, on or before April 15 of each year during the person's term in office, the statement required by this division, for the calendar year immediately preceding each such year in office.
- (b) Except for a person who has filed a statement pursuant to subsection (a) for the same year or portion of the same year for which a statement otherwise would be required to be filed by this subsection, each candidate for election to office shall file with the Municipal Custodian, at or before the same time that person's nominating petition is filed, the statement required by this division, for the calendar year immediately preceding the year in which that nominating petition is filed and by April 15 annually thereafter until the election.
- (c) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within thirty (30) days after appointment.
- (d) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a financial disclosure statement within sixty (60) days after leaving office. The financial disclosure statement shall cover the prior calendar year and the portion of the current calendar year that the individual held office.
- (e) All statements filed pursuant to this section shall be under oath or affirmation.
- (f) The City shall not accept any nominating petition unless a statement in proper form has been filed.
- (g) All statements filed pursuant to this division shall be maintained by the Municipal Custodian and shall be made available during normal office hours for examination and copying by the public, subject, however, to such reasonable fees and administrative procedures as the Municipal Custodian may establish from time to time. The Municipal Custodian must not provide public access to an address that an individual has designated as the individual's home address. All statements shall be retained as public records for at least four (4) years from the date of their receipt by the Municipal Custodian.
- (h) Reserved.
- (i) Reserved.
- (j) The Commission shall provide forms for use in the filing of the statements required by this division to the persons required to file statements under this division. Forms shall be made initially available by the Municipal Custodian.
- (k) The Municipal Custodian shall require that any person examining or copying such statements shall record his/her name, home address, and the name of the person whose disclosure statement was examined or copied. The Municipal Custodian shall furnish to the person whose financial disclosure statement is being examined or copied the names and addresses of the persons examining or copying said financial disclosure statement.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 4, 8-1-18)

Sec. 16-64. - Contents of statement.

The statement required to be filed by this division shall contain schedules disclosing the following interests of the person making the statement, together with the following information, for the filing year:



- (1) A schedule of all interests (including leasehold interests and interests in any oil, gas or other mineral royalty or lease) in or with respect to any real property wherever located. This schedule, as to each such interest, shall include:
 - a. The nature of the property and the location by street address, mailing address or legal description of the property;
 - b. The nature and extent of the interest held, including any conditions thereto and encumbrances thereon;
 - c. The date when, the manner in which, the identity of the person from whom the interest was acquired;
 - d. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - e. With respect to any interest transferred, in whole or in part, at any time during the year for which the statement is filed, a description of the interest transferred, the nature and amount of the consideration received in exchange therefor and the identity of the person to whom the interest was transferred; and
 - f. The identity of any other person with an interest in the property.
- (2) A schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, whether or not the corporation or partnership does business with the City. This schedule, as to each such interest, shall include:
 - a. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - b. The nature and amount of the interest held, including any conditions thereto and encumbrances thereon; provided, however, that an amount of stock or like evidence of equity interest, at the option of the person making the report, may be reported by the number of shares held, and, unless the corporation's stock is publicly traded on a stock exchange, in an over-the-counter market, or otherwise, the percentage of equity interest so held, instead of by dollar amount;
 - c. With respect to any interest transferred, in whole or in part, at any time during the filing year, a description of the interest transferred, the nature and amount of the consideration received in exchange therefor and, if known, the identity of the person to whom the interest was transferred;
 - d. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - e. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- (3) A schedule of all interests in any other business entity which does business with the City. This schedule, as to each such interest, shall include:
 - a. The name and address of the principal office of the business entity;
 - b. The nature and amount of the interest held, including any conditions thereto and encumbrances thereon;

- c. With respect to any interest transferred, in whole or in part, at any time during the year for which the statement is filed, a description of the interest transferred, the nature and amount of the consideration received in exchange therefor and the identity of the person to whom the interest was transferred;
 - d. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - e. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- (4) A schedule of each gift in excess of twenty dollars (\$20.00) in value, or a series of gifts totaling one hundred dollars (\$100.00) or more from any one person received at any time during the year for which the statement is filed by the person making the statement, or by any other person at the direction of the person making the statement, from, or on behalf of, directly or indirectly, any person who does business with the City or is regulated by the City; provided, however, gifts received from parents, spouses or children, campaign contributions which are otherwise reported as required by law, and meals and beverages need not be disclosed. This schedule, as to each such gift, shall include:
- a. A description of the nature and value of the gift; and
 - b. The identity of the person from whom or on behalf of whom, directly or indirectly the gift was received.
- (5) A schedule of all offices, directorships and salaried employment held by the individual or member of the immediate family of the individual at any time during the filing year in any corporation or other business entity which does business with the municipality. This schedule, as to each such office, directorship or salaried employment shall include:
- a. The name and address of the principal office of the business entity;
 - b. The name of each City department with which the entity is involved;
 - c. The title and nature of the office, directorship or salaried employment held and the date it commenced; and
 - d. The total amount of compensation received from the corporation or other business entity during the filing year.
- (6) A schedule of all liabilities, excluding retail credit accounts, to any person doing business with the City owed at any time during the filing year, by the individual or by a member of the immediate family of the individual if the individual making the statement was involved in the transaction giving rise to liability. This schedule, as to each such liability, shall include:
- a. The identity of the person to whom the liability was owed and the date the liability was incurred;
 - b. The amount of the liability owed at the end of the filing year;
 - c. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 - d. The security given, if any, for the liability.
- (7) A list of all members of the immediate family of the person making statements required by this article who are employed by the City in any capacity;



- (8) A schedule of all sources of income including the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received income at any time during the one-year period ending with the date of the statement including an identification of the sources of the income, the nature of the income (whether salary, commission, interest, or other form of income), but not including the amount thereof. A minor child's employment or business ownership need not be disclosed if the department that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child. If the individual's spouse or domestic partner is a lobbyist regulated by the City, the individual shall disclose all entities that have engaged the spouse for lobbying purposes;
- (9) Such additional interests or information as the person making the statement might desire to make.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 4, 8-1-18)

State Law reference— Similar provisions, Anno. Code of Md., State Government Article, § 15-607.

Sec. 16-65. - Interests attributable to persons making statements.

For the purposes of subsections 16-64(1), (2) and (3) and the disclosures therein required, the following shall be considered to be the interests of the person making the statement:

- (1) Any interest held by the immediate family of the person making the statement, if such interest was at any time during the filing year directly or indirectly controlled by the person making the statement;
- (2) Any interest held by a business entity, in which business entity a thirty (30) percent or greater equity was held at any time during the filing year by the person making the statement;
- (3) Any interest held by a trust or estate, under which the person making the statement held a reversionary interest at any time during the filing year, or under which trust the person making the statement was at any time during that year a trustor, if a revocable trust, or a beneficiary.

(Ord. No. 13-13, 6-17-13)

State Law reference— Similar provisions, Anno. Code of Md., State Government Article, § 15-608.

DIVISION 3. - MEMBERS OF DESIGNATED BOARDS AND COMMISSIONS

Sec. 16-66. - Scope.

All members of and applicants for appointment to the designated boards and commissions are required to file the statements required in this division.

(Ord. No. 13-13, 6-17-13)



05/01/2023

Sec. 16-67. - Removal for failure to file financial disclosure statement.

In addition to any other penalties and enforcement actions provided for in this chapter, failure to file a financial disclosure statement under section 16-68 shall constitute cause for removal of any designated board or commission member from office. Upon the failure of any designated board or commission member to file his/her financial disclosure statement as required, the Council shall hold a public hearing for the purpose of considering the removal of the member of the designated board or commission from office as provided for under the provisions of Section 5-206(d) of the Local Government Article of the Annotated Code of Maryland, presently in effect and as may be amended from time to time. Failure to file a financial disclosure statement as required by this chapter shall be prima facie evidence of nonfeasance in office.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 5, 8-1-18)

Sec. 16-68. - Statement required.

- (a) Each member of a designated board or commission shall file with the Municipal Custodian, on or before April 15 of each year during the person's term in office, the statement required by this division, for the calendar year immediately preceding each such year in office. The statement shall be under oath or affirmation.
- (b) Except for a person who has filed a statement pursuant to subsection (a) for the same year or portion of the same year for which a statement would otherwise be required to be filed by this subsection, each applicant for appointment to a designated board or commission shall file with the Municipal Custodian at or before the same time that person's application is filed, the statement required by this division, for the calendar year immediately preceding the year in which that application is filed.
- (c) A person shall not be appointed to a designated board or commission unless a statement in proper form has been filed.
- (d) All statements filed pursuant to this division shall be maintained by the Municipal Custodian and shall be made available during normal office hours for examination and copying by the public, subject, however, to such reasonable fees and administrative procedures as the Municipal Custodian may establish from time to time. The Municipal Custodian must not provide public access to an address that an individual has designated as the individual's home address. All statements shall be retained as public records for at least two (2) years from the date of their receipt by the Municipal Custodian.
- (e) The Commission shall provide forms for use in the filing of the statements required by this division to the persons required to file statements under this division. Forms shall be made initially available by the Municipal Custodian.
- (f) The Municipal Custodian shall require that any person examining or copying such statements shall record his/her name, home address, and the name of the person whose disclosure statement was examined or copied. The Municipal Custodian shall furnish to the person whose financial disclosure statement is being examined or copied the names and addresses of the persons examining or copying said financial disclosure statement.

(Ord. No. 13-13, 6-17-13; Ord. No. 16-18, § 5, 8-1-18)

Sec. 16-69. - Contents of statement.



The statement required to be filed by this division shall contain schedules disclosing the following interests of the person making the statement, together with the following information, for the filing year:

- (1) A schedule of all interests (including leasehold interests and interests in any oil, gas or other mineral royalty or lease) in or with respect to any real property in the state. This schedule, as to each such interest, shall include:
 - a. The nature of the property and the location by street address, mailing address or legal description of the property;
 - b. The nature and extent of the interest held, including any conditions thereto and encumbrances thereon;
 - c. The date when, the manner in which, the identity of the person from whom the interest was acquired;
 - d. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - e. With respect to any interest transferred, in whole or in part, at any time during the year for which the statement is filed, a description of the interest transferred, the nature and amount of the consideration received in exchange therefor and the identity of the person to whom the interest was transferred; and
 - f. The identity of any other person with an interest in the property.
- (2) A schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, whether or not the corporation does business with the City. This schedule, as to each such interest, shall include:
 - a. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - b. The nature and amount of the interest held, including any conditions thereto and encumbrances thereon; provided, however, that an amount of stock or like evidence of equity interest, at the option of the person making the report, may be reported by the number of shares held, and, unless the corporation's stock is publicly traded on a stock exchange, in an over-the-counter market, or otherwise, the percentage of equity interest so held, instead of by dollar amount; and
 - c. With respect to any interest transferred, in whole or in part, at any time during the filing year, a description of the interest transferred, the nature and amount of the consideration received in exchange therefor and, if known, the identity of the person to whom the interest was transferred.
- (3) A schedule of all interests in any other business entity which does business with the City. This schedule, as to each such interest, shall include:
 - a. The name and address of the principal office of the business entity;
 - b. The nature and amount of the interest held, including any conditions thereto and encumbrances thereon; and
 - c. With respect to any interest transferred, in whole or in part, at any time during the year for which the statement is filed, a description of the interest transferred, the nature and



amount of the consideration received in exchange therefor and the identity of the person to whom the interest was transferred.

- (4) A schedule of each gift in excess of twenty-five dollars (\$25.00) in value, or a series of gifts totaling one hundred dollars (\$100.00) or more from any one person received at any time during the year for which the statement is filed by the person making the statement, or by any other person at the direction of the person making the statement, from, or on behalf of, directly or indirectly, any person who does business with the City or is regulated by the City; provided, however, gifts received from parents, spouses or children, campaign contributions which are otherwise reported as required by law, and meals and beverages need not be disclosed. This schedule, as to each such gift, shall include:
 - a. The nature and value of the gift; and
 - b. The identity of the person from whom or on behalf of whom, directly or indirectly the gift was received.
- (5) A schedule of all offices, directorships and salaried employment held at any time during the filing year in any corporation or other business entity which does business with the municipality. This schedule, as to each such office, directorship or salaried employment shall include:
 - a. The name and address of the principal office of the business entity;
 - b. The title and nature of the office, directorship or salaried employment held; and
 - c. The total amount of compensation received from the corporation or other business entity during the filing year.
- (6) A schedule of all liabilities to any person doing business with the City owed at any time during the filing year, excluding retail credit accounts of the person making the statement and consumer (one thousand five hundred dollars (\$1,500.00) or less) or automobile loans made by banks, savings and loan associations or credit unions to the person making the statement; and all liabilities to any person doing business with the City owed at any time during the year for which the statement is filed, excluding retail credit accounts of the spouse or child of the person making the statement and consumer (one thousand five hundred dollars (\$1,500.00) or less) or automobile loans made by banks, savings and loan associations or credit unions to the spouse or child of the person making the statement, if the person making the statement was involved in the transaction giving rise to liability. This schedule, as to each such liability, shall include:
 - a. The identity of the person to whom the liability was owed;
 - b. The amount of the liability owed at the end of the filing year;
 - c. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 - d. The security given, if any, for the liability.
- (7) A list of all members of the immediate family of the person making statements required by this article who are employed by the City in any capacity. For the purpose of this paragraph, "immediate family" includes only spouse and dependent children.
- (8) A schedule of all major sources of income (in excess of one thousand dollars (\$1,000.00) for the one-year period ending with the date of the statement, including an identification of



the sources of the income, the nature of the income (whether salary, commission, interest, or other form of income), but not including the amount thereof;

- (9) Such additional interests or information as the person making the statement might desire to make.

(Ord. No. 13-13, 6-17-13)

Sec. 16-70. - Interests attributable to persons making statements.

For the purposes of subsections 16-69(1), (2) and (3) and the disclosures therein required, the following shall be considered to be the interests of the person making the statement:

- (1) Any interest held by the spouse or a child of the person making the statement, if such interest was at any time during the filing year directly or indirectly controlled by the person making the statement;
- (2) Any interest held by a business entity, in which business entity a thirty (30) percent or greater equity was held at any time during the filing year by the person making the statement;
- (3) Any interest held by a trust other than a common trust fund, under which the person making the statement held a reversionary interest at any time during the filing year, or under which trust the person making the statement was at any time during that year a trustor, if a revocable trust, or a beneficiary.

(Ord. No. 13-13, 6-17-13)

Secs. 16-71—16-75. - Reserved.

ARTICLE IV. - LOBBYING DISCLOSURES

Sec. 16-76. - Lobbying disclosures.

- (a) Any person who personally appears before any City official or employee with the intent to influence that person in the performance of his official duties, and who, in connection with such intent expends or reasonably expects to expend in a given calendar year in excess of two hundred fifty dollars (\$250.00) in the aggregate or fifty dollars (\$50.00) on any single official or employee on food, entertainment or other gifts for such officials, shall file a registration statement with the Municipal Custodian not later than January 15 of the calendar year or within five (5) days after first making these appearances.
- (b) The registration statement shall include complete identification of the registrant and of any other persons on whose behalf the registrant acts. It shall also identify the subject matter on which the registrant proposes to make these appearances. The registration statement shall cover a defined registration period not to exceed one calendar year.
- (c) Registrants under this section shall file a report within thirty (30) days after the end of any calendar year during which they were registered, disclosing the value, date, and nature of any food, entertainment or other gift provided to a City official or employee. When a gift or series of gifts to a single official or employee exceeds fifty dollars (\$50.00) in value, the official or employee shall also be identified.



05/01/2023

- (d) The registrations and reports filed pursuant to this section shall be maintained by the Municipal Custodian as public records available for public inspection and copying.

(Ord. No. 13-13, 6-17-13)

Secs. 16-77—16-79. - Reserved.

ARTICLE V. - EXEMPTIONS AND MODIFICATIONS

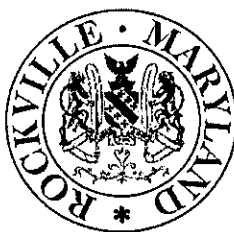
Sec. 16-80. - Exemptions and modifications—Authorized.

- (a) The Commission may grant exemptions and modifications to the provisions of articles II and III (conflicts of interest and financial disclosures) of this chapter to employees and to appointed members of the City Boards and Commissions, when the Commission finds that an exemption or modification would not be contrary to the purposes of this chapter, and the application of this chapter would:
 - (1) Constitute an unreasonable invasion of privacy; and
 - (2) Significantly reduce the availability of qualified persons for public service.
- (b) The granting of an exemption and/or modification by the Commission is discouraged.

(Ord. No. 13-13, 6-17-13)



05/01/2023



SECTION 7 – CANDIDATE FORMS INDEX

CANDIDATE BIOGRAPHICAL INFORMATION FORM.....	7.1
VOTER DATABASE REQUEST FORM.....	7.2
NOMINATION PETITION (CERTIFICATE OF CANDIDACY) MAYOR	7.3
NOMINATION PETITION (CERTIFICATE OF CANDIDACY) COUNCIL	7.4
APPOINTMENT AND ACCEPTANCE OF CANDIDATE TREASURER.....	7.5
CANDIDATE ELIGIBILITY AFFIDAVIT.....	7.6
DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATE	7.7
CAMPAIGN COMMITTEE AUTHORIZATION TO RECEIVE OR MAKE CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF CANDIDATE	7.8
FINANCIAL DISCLOSURE STATEMENT ELECTED OFFICIAL AND CANDIDATES	7.9
REGISTRATION, APPOINTMENT, AND ACCEPTANCE FOR CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER	7.22
REGISTRATION, APPOINTMENT, AND ACCEPTANCE FOR A SLATE CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER	7.23
CAMPAIGN COMMITTEE AUTHORIZATION TO RECEIVE OR MAKE CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF COMMITTEE OR SLATE	7.24
NOTIFICATION OF CANDIDATE JOINING A SLATE CAMPAIGN COMMITTEE	7.25
STATEMENT THAT A CAMPAIGN COMMITTEE OR A SLATE HAS DISBANDED	7.26
DESIGNATION OF CAMPAIGN DEPOSITORY FOR CAMPAIGN COMMITTEE/SLATE.....	7.27
PAYMENT OF ANONYMOUS CONTRIBUTIONS	7.28
AFFIDAVIT OF LIMITED EXPENDITURES AND CONTRIBUTIONS	7.29
2023 VOTE CENTERS, BALLOT DROP BOX LOCATIONS.....	7.30
STUDY OF BALLOTS CAST (1978 – 2019)	7.31
CERTIFICATION OF ELECTION RESULTS.....	7.32

CANDIDATE BIOGRAPHICAL INFORMATION FORM

This form will be placed in your candidate file and will be open for inspection by the public.

Date _____

Name: _____

Address: _____

Birthdate: _____

Telephone: Home _____ Office _____ Cell _____

E-mail Address: _____ Fax: _____

Present City Office (if applicable): _____

When elected (if applicable): _____

Previous City elected offices and dates held: _____

Previous City appointed positions and dates held: _____

Business and/or professional experience: _____

Schools attended and degrees awarded: _____

Current memberships and offices held (county, regional, state or national committees, boards, commissions, etc.): _____

Past memberships and offices held (county, regional, state or national committees, boards, commissions, etc.): _____

Civic activities (non-governmental): _____

Current: _____

Past: _____

Special honors and awards: _____

Other: _____

City of Rockville Voter Database Request Form

Date: _____

Name: _____

Daytime Phone Number: _____

E-mail Address: _____

Date Request Filled: _____

Please check one		
<input type="checkbox"/> Electronic Format (Excel) (email attachment)		
CD – Cost \$5.00	<input type="checkbox"/> Date Received _____	Initials _____
(cash/check made payable to the City of Rockville)		

The City will provide the database, a maximum of two times, only if requested in writing using this form. The database provided would be the database the Clerk's office obtains from the County in June and October after close of registration during this election cycle. If the requester wants additional or updated copies or assistance with the database, he/she must go directly to the Montgomery County Board of Elections, which produces the database. **If the Clerk's office receives any corrections to the voter database from the County, anyone who has requested and received a copy of the County database from the Clerk's office will be forwarded a copy of the corrected database by email.**

Voter Database Those requesting a customized voter database should follow these procedures:

- a. Forms to request the database are available on the city website and from the Montgomery County Board of Elections.
- b. The database is a product of Montgomery County Board of Elections and the fee for purchase of \$78.00 which should be paid directly to the Montgomery County Board of Elections.
- c. A duplicate or updated database is available from Montgomery County Board of Elections upon request for a fee of \$78.00.
- d. The Montgomery County Board of Elections will not create a unique database according to requested specifications.
- e. The Montgomery County Board of Elections will answer basic questions related to the database.

Signature: _____ Date: _____

APPOINTMENT AND ACCEPTANCE OF CANDIDATE TREASURER

Name of Candidate: _____
Address: _____

Home Telephone: _____
Business Telephone: _____
Email Address: _____
Date of Birth: _____

Office for which Candidate is running: ☐ Mayor ☐ Council

Year of Election in which Candidate is running: _____

Name of Appointee: _____
Home Address: _____
Home Telephone: _____
Business Telephone: _____

I hereby appoint _____ to serve as my treasurer as
of _____, 2023.

Signature Date

I hereby accept appointment as treasurer as of _____, 2023.

Signature of Treasurer Date

FOR TREASURER ONLY:

I hereby certify that I will serve as treasurer for _____
until all duties have been performed or a successor is duly chosen. I further certify that I
am a citizen of the United States, a registered voter in Montgomery County or the City of
Rockville and that I am not a candidate for an elective office in the City of Rockville for the
November 7, 2023 election or a member of the City of Rockville Board of Supervisors of
Elections.

Signature of Treasurer Date

CANDIDATE ELIGIBILITY AFFIDAVIT

PLEASE CHECK ONE:

☐ **Mayor**

☐ **Council**

I hereby declare and affirm that I will have been a resident of the City of Rockville for at least one year immediately preceding the City election day; that I will be 18 years of age on or before November 7, 2023; and that I am registered to vote in the election of the City of Rockville on November 7, 2023.

sSignature

Date

I DO SOLEMNLY SWEAR AND AFFIRM under the penalties of perjury that the facts set forth herein are true.

Signature

Date

**DESIGNATION OF CAMPAIGN DEPOSITORY
FOR
CANDIDATE**

Name of Candidate _____

I hereby designate _____
(NAME OF FINANCIAL INSTITUTION)

which holds all funds and contributions for the candidacy of _____

(NAME OF CANDIDATE)

identified as _____
(NAME AS APPEARS ON ACCOUNT)

s. _____

Signature of Treasurer

Date

Note: A candidate may establish a financial account, such as a PayPal account, to receive contributions but all funds so received must be transferred to the designated campaign depository. The payment of all expenditures must be made from the designated campaign depository.

**CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF
CANDIDATE**

NOTE: A separate form is required for each designation.

I, _____, hereby designate
(NAME OF CANDIDATE)

the following campaign committee in accordance with Code Section 8-73(c) to
serve as a committee which is authorized to accept contributions or make
expenditures on my behalf. Code Sections [8-72(b) and 8-73(c)]

SIGNATURE OF CANDIDATE

DATE

Name of Committee _____

Address _____

I, _____, acknowledge
(NAME OF TREASURER)

designation of _____ as authorized
(NAME OF CAMPAIGN COMMITTEE)

to accept contributions and make expenditures on behalf of _____
_____ for whom I am Treasurer, and hereby file this
(NAME OF CANDIDATE)
designation with the City Clerk of the City of Rockville Code Section [8-73(c)].

SIGNATURE OF TREASURER

DATE



FINANCIAL DISCLOSURE STATEMENT ELECTED OFFICIALS AND CANDIDATES

Reporting Period: January 1, 20 ____ through December 31, 20 ____

PART I. IDENTIFYING INFORMATION

FIRST NAME:	INITIAL:	LAST NAME:
OFFICE (HELD OR SOUGHT)		
E-MAIL ADDRESS		

PART II. SIGNATURE

This Financial Disclosure Statement describes all interests and related transactions and matters required to be disclosed by the City of Rockville Ethics Ordinance, Section 16-61, et seq. of the City Code with respect to the period indicated and pertaining to the person filing this statement. The statement consists of this cover sheet and Schedules A through I. Financial Disclosure Statements must be annually filed with the City Clerk on or before April 15.

I hereby make oath or affirm under the penalties of perjury that the contents of this Financial Disclosure Statement are complete, true and correct to the best of my knowledge, information and belief.

Signature of person filing:

Date:

Print Name: _____

Date received by City Clerk's Office: _____

**If you have any questions about your submission, please contact the City Attorney's Office at
240.314.8150**

PART III. DESIGNATED HOME ADDRESS

Designated Home Address:

The Municipal Custodian is prohibited from providing access to an address that an individual has designated as the individual's home address. This page will be redacted from public disclosure if a person requests to examine or copy your financial disclosure statement.

You should not include your designated home address on any Schedule or attachment that you submit with this financial disclosure statement.

Do not list your designated home address in Question 1.c. on Schedule A. An address or legal description of all other addresses for real property that you have an interest in should be included in your response to Question 1.c. on Schedule A.

No other portion of or attachment to your financial disclosure statement will be redacted from public disclosure from this financial disclosure statement.

All written communications related to this financial disclosure form will be sent to your designated home address and the email address listed on the signature page.

Note: With respect to Schedules A, B, and C, the following shall be considered to be the interests of the person making the statement: (a) any interest of the person, whether whole or partial; (b) any interest held by the immediate family of the person making the statement, if such interest was at any time during the filing year directly or indirectly controlled by the person making the statement, (c) any interest held by a business entity, in which business entity a thirty percent (30%) or greater equity was held any time during the filing year by the person making the statement, and (d) any interest held by a trust or estate, under which the person making the statement held a reversionary interest at any time during the filing year, or under which trust the person making the statement was at any time during the year a trustor, if a revocable trust, or a beneficiary.

Schedule A – Real Property Interests **(page one of two)**

A separate Schedule A is required for each real property interest disclosed
Code Reference: Section 16-64(1)

Did you have any interest (including leasehold interests and interests in any oil, gas or other mineral royalty or lease) in real property during the reporting period?

- ☐ Yes (Please complete questions below) ☐ No (Go to Schedule B)

1. What is the nature of the property and the address or legal description of the property?

a. Nature of the property

☐ Improved-if so, indicate whether property is

☐ Residential

☐ Commercial

☐ Unimproved (vacant lot)

b. Is this property your designated home address?

☐ Yes. If yes, proceed to Section 2 of this Schedule and do not complete Subsection c.

☐ No. If no, complete Subsection c before proceeding to Section 2.

c. Street Address or Legal Description

Schedule A – Real Property Interests
(page two of two)

- 2.
- a. What date was the property interest acquired? _____
 - b. How was the property interest acquired? _____
(Example: purchase, gift, inheritance, etc.)
 - c. From whom was the property acquired? _____
3. What consideration was given when the property interest was acquired? _____
(Dollar amount paid, or if you acquired the interest other than by purchase, the fair market value at the time you acquired your interest in the property)
4. Have you transferred, in whole or in part, any interest in this property during the reporting period?
- ☐ Yes
 - ☐ No
- If yes, then:
- a. Describe the interest transferred: _____
 - b. What consideration did you receive for the interest? _____
 - c. To whom did you transfer the interest? _____
5. Identify any other person with an interest in the property: _____

Schedule B – Interests in Corporations and Partnerships
(page one of two)

A separate Schedule B is required for each interest disclosed
Code Reference: Section 16-64(2)

During the reporting period, did you have any interest in any corporation, partnership, limited liability partnership (LLP), or limited liability corporation (LLC) whether or not the corporation does business with the City?

- ☐ Yes (Please complete questions below) ☐ No (Go to Schedule C)

1. What is the name and address of the principal office of the business entity?

2. What is the nature and amount of the interest held, including any conditions to and encumbrances in the interest?

a.

- ☐ In your name alone
☐ Jointly (percentage of your interest): _____%

b. What is the nature of your interest and its dollar value or the number of shares?

(Example: stock, notes, bond, puts, calls, straddles, purchase options, etc.)

Type: _____

Dollar Value of Shares \$_____ OR report equity interest below:

If an equity interest in a non-publicly traded corporation – Number of Shares: _____

If an equity interest in a partnership – Percentage of Ownership: _____

c. Are there any legal conditions or encumbrances that apply to your interest in the entity:

- ☐ Yes
☐ No

If yes, name of entity holding the encumbrance _____

d. When was the interest acquired? _____

e. How was the interest in the equity acquired? _____
(Example: purchase, gift, will, etc.)

f. From whom did you acquire the interest in the entity? _____

g. What consideration was given when the interest was acquired? _____

(Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

Schedule B – Interests in Corporations and Partnerships
(page two of two)

A separate Schedule B is required for each interest disclosed

Code Reference: Section 16-64(2)

3. Have you transferred any interest in this entity during the reporting period?

☐ Yes

☐ No

If yes, then:

a. Describe the interest transferred: _____

b. What consideration did you receive for the interest transferred? _____

c. To whom did you transfer the interest? _____

**Schedule C – Interests in Any Other Business Entities
Doing Business with the City
(page one of two)**

A separate Schedule C is required for each business entity disclosed
Code Reference: Section 16-64(3)

Do you have an interest in any other business entity not reported on Schedule B that did business with the City of Rockville during the reporting period?

- ☐ Yes (Please complete questions below) ☐ No (Go to Schedule D)

1. What is the name and address of the principal office of the business entity?

2. What is the nature and amount of the interest held, including any conditions to and encumbrances in the interest?

a.

- ☐ In your name alone
☐ Jointly (percentage of your interest): _____%

- b. What is the nature of your interest and its dollar value or the number of shares?

(Example: stock, notes, bond, puts, calls, straddles, purchase options, etc.)

Type: _____

Dollar Value of Shares \$ _____ OR report equity interest below:

If an equity interest in a non-publicly traded corporation – Number of Shares: _____

If an equity interest in a partnership – Percentage of Ownership: _____

- c. Are there any legal conditions or encumbrances that apply to your interest in the entity:

(Example: mortgages, liens, contracts, options, etc.)

☐ Yes

☐ No

If yes, name of entity holding the encumbrance: _____

- d. When was the interest acquired? _____

- e. How was the interest in the equity acquired? _____

(Example: purchase, gift, will, etc.)

- f. From whom did you acquire the interest in the entity? _____

- g. What consideration was given when the interest was acquired? _____

(Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

**Schedule C – Interests in Any Other Business Entities
Doing Business with the City
(page two of two)**

A separate Schedule C is required for each business entity disclosed
Code Reference: Section 16-64(3)

3. Have you transferred any interest in this entity during the reporting period?

- ☐ Yes
☐ No

If yes, then:

- a. Describe the interest transferred: _____
- b. What is the nature and amount of consideration you received for the interest transferred?

- c. To whom did you transfer the interest? _____

Schedule D – Gifts

Code Reference: Section 16-64(4)

During the reporting period, did you receive any gift, whether directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value in excess of \$100 from a person or entity who: 1) did business with the City; or 2) engaged in an activity that was regulated or controlled by the City? Gifts received from parents, spouses, or children, campaign contributions which are otherwise reported as required by law, and meals and beverages need not be disclosed.

☐ Yes (Please provide requested information below)

☐ No (Go to Schedule E)

Name, Address and Affiliation of Donor	Description of Gift	Approximate Retail Value of Gift

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Offices, Directorships, and Salaried Employment

Code Reference: Section 16-64(5)

During the reporting period, did you or any member of your immediate family (domestic partner, spouse or dependent child) have any salaried employment or hold any office or directorship with any business entity that did business with the City?

☐ Yes (Please provide requested information below)

☐ No (Go to Schedule F)

Name and address of the principal office of the business entity	Nature and title of the office, directorship, or salaried employment you, your domestic partner, spouse or dependent child held	Total compensation received and the date the position began	Each City agency with which the entity was involved

Please use additional sheet(s), if necessary, for any additional entries.

Schedule F – Liabilities

A separate Schedule F is required for each debt disclosed

Code Reference: Section 16-64(6)

Did you, at some time during the period covered by this statement have any liabilities which were owed to any person doing business with the City, or did you at any time during the period covered by this statement, become involved in transactions giving rise to liabilities owed by a member of your immediate family to any person doing business with the City? You are not required to disclose liabilities owed in connection with retail credit accounts.

NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.

☐

Yes (Please complete questions below)

☐

No (Go to Schedule G)

1. To whom was the liability owed? _____
(Do not include retail accounts)
2. When was the liability incurred? _____
3. What was the amount of the liability owed as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0. \$ _____
4. What are the terms of payment of the liability? _____
5. Did the principal of the debt decrease or remain the same during the reporting period? _____
6. If increased or decreased, by how much? \$ _____
7. Was any security given for the debt?
 - i. Yes ☐
 - ii. No ☐
 - a. If yes, please state what type of security was given: _____

Schedule G – Family Members Employed by the City

Code Reference: Section 16-64(7)

During the reporting period, were any members of your immediate family (domestic partner, spouse or dependent children) employed by the City in any capacity?

☐

Yes (Please provide requested information below)

☐

No (Go to Schedule H)

Name of Family Member	Relationship to You	Position / Title that Family Member Held

Please use additional sheet(s), if necessary, for any additional entries.

Schedule H – Sources of Income

Code Reference: Section 16-64(8)

During the reporting period, were you or a member of your immediate family employed by or were you or a member of your immediate family a sole or partial owner of a business entity from which you or a member of your immediate family earned income?

NOTE: Your minor child's employment or business ownership does not need to be disclosed if the agency that employs you does not regulate, exercise authority over, or contract with the place of employment or the business entity of the minor child.

☐ Yes (Please complete questions below)

☐ No (Go to Schedule I)

1. If, during the reporting period, you or a member of your immediate family had employment from which income was earned, list the name and address of the employment, source of income, nature of the income (salary, commission, interest, or other form of income).

Name of person employed (you or immediate family member): _____

Name of Employer: _____

Address of Employer: _____

City/State/Zip: _____

Source of Income: _____

Nature of Income: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the name and address of the business entity, source of income, nature of the income (salary, commission, interest, or other form of income).

Name of person with ownership interest (you or immediate family member): _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

Source of Income: _____

Nature of Income: _____

3. If, during the reporting period, your spouse or domestic partner was a lobbyist regulated by the City, list the names of all entities that engaged your spouse or domestic partner for lobbying purposes.

Name(s) of Entities: _____

Please use additional sheet(s), if necessary, for any additional entries.

Code Reference: Section 16-64(9)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Name: _____

REGISTRATION, APPOINTMENT, AND ACCEPTANCE FOR CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER

Name of Campaign Committee		
Chairperson of Campaign Committee (First, MI, Last)		
Residence Address		
City	State	Zip
Business Number	Home Number	
Email Address		
Treasurer of this Campaign Committee (First, MI, Last)		
Residence Address		
City	State	Zip
Business Number	Home Number	
Email Address		
Candidates Campaign Committee		
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	
Name (please print)	Signature	

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointed chairperson for the above Campaign Committee as of _____, 20__, and will serve until all duties have been performed or a successor is duly chosen.

Signature of Campaign Committee Chairperson

Date

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointment as Treasurer for the above-named Campaign Committee as of _____ 20__, and will serve until all duties have been performed or a successor is duly chosen. I am not a candidate for public office in the City of Rockville in the November 7, 2023 Election.

Signature of Campaign Committee Treasurer

Date



REGISTRATION, APPOINTMENT, AND ACCEPTANCE OF A SLATE CAMPAIGN COMMITTEE CHAIRPERSON AND TREASURER

Name of Slate			
Chairperson of Slate (First, MI, Last)			
Residence Address			
City		State	Zip
Business Number		Home Number	
Email Address			
Treasurer of this Slate (First, MI, Last)			
Residence Address			
City		State	Zip
Business Number		Home Number	
Email Address			
Candidates Slate			
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	
Name (please print)		Signature	

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointed chairperson for the above Slate as of _____, 20__, and will serve until all duties have been performed or a successor is duly chosen.

Signature of Slate Chairperson Date

I, _____ hereby certify that I am a registered voter of Montgomery County or the City of Rockville. I further certify that I accept appointment as Treasurer for the above-named Slate as of _____ 20__, and will serve until all duties have been performed or a successor is duly chosen. I am not a candidate for public office in the City of Rockville in the November 7, 2023 Election.

Signature of Slate Treasurer Date



**CAMPAIGN COMMITTEE AUTHORIZED TO RECEIVE OR MAKE
CONTRIBUTIONS OR MAKE EXPENDITURES ON BEHALF OF
COMMITTEE OR SLATE**

NOTE: A separate form is required for each designation.

I, _____, hereby designate
(NAME OF CANDIDATE)

the following campaign committee in accordance with Section 8-73(c) to serve as a
committee which is authorized to accept contributions or make expenditures on my behalf.
Code Sections [8-72(b) and 8-73(c)]

SIGNATURE OF CANDIDATE

DATE

Name of Committee _____

Address _____

I, _____, acknowledge
(NAME OF TREASURER)

designation of _____ as authorized
(NAME OF CAMPAIGN COMMITTEE)

to accept contributions and make expenditures on behalf of _____
_____ for whom I am Treasurer, and hereby file this
(NAME OF CANDIDATE)

designation with the City Clerk of the City of Rockville Code Section [8-73(c)].

SIGNATURE OF TREASURER

DATE

**NOTIFICATION OF CANDIDATE JOINING A SLATE
CAMPAIGN COMMITTEE**

I, _____, hereby notify
the City Clerk of the City of Rockville that I have joined the slate of
candidates listed below as of _____, 20___. Code Section
[8-72(a)]

Name of Slate _____

Address _____

Candidates on Slate

Name	Office Sought
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Candidate Date

CERTIFY IF APPLICABLE ONLY:

I hereby disclose that I have engaged only in fundraising on behalf of the slate
identified above and am therefore not subject to the other disclosure
requirements of Section 8-72 (Rockville City Code, Chapter 8).

Signature of Candidate Date

**STATEMENT THAT A CAMPAIGN COMMITTEE OR A
SLATE HAS DISBANDED**

Check: ☐ Slate ☐ Campaign Committee

Name of Campaign Committee/Slate _____

I hereby certify that _____
NAME OF CAMPAIGN COMMITTEE OR SLATE

is not active and has disbanded as of _____

SIGNATURE OF TREASURER DATE

NOTE: *This form must be filed no later than October 2, 2023 the day by which the first report is due Code Section [8-73(d)].*

DESIGNATION OF CAMPAIGN DEPOSITORY FOR CAMPAIGN COMMITTEE/SLATE

Check: ☐ Slate ☐ Campaign Committee

Name of Campaign Committee/Slate _____

I hereby designate _____
(NAME OF FINANCIAL INSTITUTION)

which holds all funds and contributions for the candidacy of _____

(NAME OF CAMPAIGN COMMITTEE/SLATE)

identified as _____
(NAME AS APPEARS ON ACCOUNT)

Signature of Treasurer Date

Note: A candidate may establish a financial account, such as a PayPal account, to receive contributions but all funds so received must be transferred to the designated campaign depository. The payment of all expenditures must be made from the designated campaign depository.

PAYMENT OF ANONYMOUS CONTRIBUTIONS

NOTE: Except for contributions valued at \$10.00 or less, any money or other thing of value received from any unknown person or source by any treasurer, or other person or committee authorized to incur obligations or expenses under the provisions of this chapter, shall not be used for any political purpose whatsoever, but shall be paid by the treasurer or other persons or committee so receiving the same, to the City's Director of Finance. Code Section [8-76(c)]

Anonymous contributions shall be filed within seven (7) calendar days after accumulation of \$100.00 of such contributions, or as frequently as desired for lesser amounts. All anonymous contributions unfilled by Election Day (November 7, 2023) must be filed within seven (7) calendar days of the election, regardless of the amount.

Name of Candidate/Slate Campaign Committee: _____

<u>DATE RECEIVED</u>	<u>AMOUNT RECEIVED</u>
TOTAL	\$

Campaign Committee

I hereby transfer to the City's Director of Finance all anonymous contributions in excess of \$10.00 received by _____ as required by Section 8-76 (c) of the Rockville City Code. (Candidate or Treasurer)

Slate Campaign Committee

I hereby transfer to the City's Director of Finance all anonymous contributions in excess of \$10.00 received by _____ as required by Section 8-76 (c) of the Rockville City Code. (Chairperson or Treasurer)

**AFFIDAVIT OF LIMITED
EXPENDITURES AND CONTRIBUTIONS**

NOTE: This affidavit shall be filed no later than the date by which the first campaign finance report is due following the appointment of the candidate's treasurer. Code Section [8-81(a)(6)]

NAME OF CANDIDATE: _____

NAME OF TREASURER: _____

We hereby certify our intent not to receive contributions or make expenditures of \$300.00 or more for the election to be held on November 7, 2023.

Signature of Candidate **Date**

Signature of Treasurer **Date**

Vote Centers
Ballot Drop Box Location
City of Rockville
Election 2023

The city will have two vote centers on Election Day at City Hall and Thomas Farm Community Center.

Ballots must be returned to City Hall by mail or in person. All ballots must be received by 8 p.m. on Tuesday, November 7, 2023. Ballots will be mailed to all registered voters who live within Rockville city limits.

Voters can return their ballots in the provided envelope by prepaid mail or by delivering them to a secure ballot DropBox. Two outdoor dropboxes will be located at City Hall and Montrose Community Center. Three indoor dropboxes will be located at the Senior Center, Lincoln Park Community Center, and Twinbrook Community Center only during hours of operation. Voters are not required to go to the ballot box to vote.

(2) Outside Drop Boxes

City of Rockville
City Hall
111 Maryland Avenue
Rockville, MD 20850

Montrose Community Center
451 Congressional Lane
Rockville, MD 20852

(3) Inside Drop Boxes

Rockville Senior Center
1150 Carnation Drive
Rockville, MD 20850

Lincoln Park
Community Center
357 Frederick Avenue
Rockville, MD 20850

Twinbrook
Community Center
12920 Twinbrook Parkway
Rockville, MD 20851

**Study of Ballots Cast
For
Rockville Elections
1978-2019**

Election Year	Total Registered Voters	Total Ballots Cast (Includes Absentee Ballots)
2019	39,395	12,287
2015	40,749	6,468
2013	40,494	6,685
2011	36,840	6,240
2009	36,840	6,406
2007	29,535	5,887
2005	32,076	6,469
2003	28,510	6,170
2001	26,530	6,967
1999	22,676	4,690
1997	22,660	5,211
1995	22,787	4,323
1993	23,087	1,449
1991	20,648	5,451
1989	23,546	6,206
1987	23,601	8,056
1985	9,466	6,725
1984	9,123	4,258
1982	9,397	4,053
1980	10,031	5,217
1978	10,436	3,688



City of Rockville
111 Maryland Avenue
Rockville, Maryland
20850-2364
www.rockvillemd.gov

240-314-5000
TTY 240-314-8137

November 11, 2019

CERTIFICATION OF ELECTION RESULTS – VOTE BY MAIL OF NOVEMBER 5, 2019

TO: Sara Taylor-Ferrell, City Clerk/Director of Council Operations

FROM: Rockville Board of Supervisors of Elections

In accordance with Chapter 8 of the Rockville City Code, "Elections" Section 8-41(f), we hereby certify the results of the Vote by Mail November 5, 2019 election:

<u>Total Votes Cast:</u>	12,287
Ballots Cast (Election Day)	12,213
Provisional Ballots	74

Votes for Mayor:

Bridget Donnell Newton	7,600
Virginia D. Onley	4,261
Write-In Votes	72

Votes for Council:

Monique Ashton	5,701
Cynthia Cotte Griffiths	3,893
Beryl L. Feinberg	5,676
Richard Gottfried	1,406
James Hedrick	3,457
Kuan Lee	4,678
Charles Littlefield	1,240
Donald A. Masters	511
Brigitta Mullican	3,278
David Myles	5,181
Matthew Perkins	1,043
Mark Pierzchala	4,822
Suzan Pitman	4,264
Write-In Votes	140

MAYOR
Bridget Donnell Newton

COUNCIL
Beryl L. Feinberg
Virginia D. Onley
Mark Pierzchala

CITY MANAGER
Robert DiSpirito


CITY CLERK
DIRECTOR OF COUNCIL OPERATIONS
Sara Taylor-Ferrell

CITY ATTORNEY
Debra Yerg Daniel

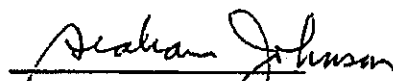
In accordance with the provisions of Article III, Section 8-41(h), of the Election Code of the City of Rockville, we hereby declare the following to be elected:

Mayor: **Bridget Donnell Newton**


Council: **Monique Ashton**
 Beryl L. Feinberg
 David Myles
 Mark Pierzchala



Dr. Lois Neuman, Chair



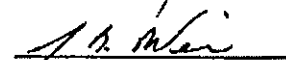
Graham Johnson



Sofya Orlosky

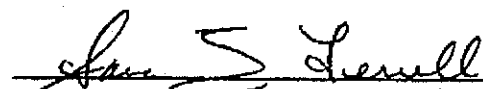


Robert Kurnick



Stephen Weiner

CITY OF ROCKVILLE, BOARD OF SUPERVISORS OF ELECTIONS



Attest: Sara Taylor-Ferrell, City Clerk/Director of Council Operations

Date: 11/11/19

SUMMARY REPORT
RUN DATE:11/07/19 12:07 PM

Official Results

VOTES PERCENT

PRECINCTS COUNTED (OF 10)	10	100.00
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL	12,287	
BALLOTS CAST - BLANK.	12	.10

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	7,600	63.69
Virginia D. Onley.	4,261	35.71
WRITE-IN.	72	.60

City Council

(VOTE FOR) 4

Monique Ashton.	5,701	12.59
Cynthia Cotte Griffiths.	3,893	8.60
Beryl L. Feinberg.	5,676	12.53
Richard Gottfried.	1,406	3.10
James Hedrick	3,457	7.63
Kuan Lee.	4,678	10.33
Charles Littlefield	1,240	2.74
Donald A. Masters.	511	1.13
Brigitta Mullican.	3,278	7.24
David Hyles.	5,181	11.44
Matthew Perkins	1,043	2.30
Mark Pierzchala	4,822	10.65
Suzan Pitman	4,264	9.41
WRITE-IN.	140	.31

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0001 District 1

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	1193	
BALLOTS CAST - BLANK.	3	.25

VOTES PERCENT

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	701	61.01
Virginia D. Onley.	439	38.21
WRITE-IN.	9	.78

City Council

(VOTE FOR) 4

Monique Ashton.	520	12.08
Cynthia Cotte Griffiths.	405	9.41
Beryl L. Feinberg.	488	11.34
Richard Gottfried.	99	2.30
James Hedrick	344	7.99
Kuan Lee.	384	8.92
Charles Littlefield	124	2.88
Donald A. Masters.	44	1.02
Brigitta Mullican.	350	8.13
David Myles.	579	13.45
Matthew Perkins	105	2.44
Mark Pierzchala	473	10.99
Suzan Pitman	373	8.67
WRITE-IN.	16	.37

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0002 District 2

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL	2327	
BALLOTS CAST - BLANK.	0	

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	1499	66.04
Virginia D. Onley.	756	33.30
WRITE-IN.	15	.66

City Council

(VOTE FOR) 4

Monique Ashton.	1283	14.81
Cynthia Cotte Griffiths.	748	8.64
Beryl L. Feinberg.	1078	12.45
Richard Gottfried.	221	2.55
James Hedrick	589	6.80
Kuan Lee.	1010	11.66
Charles Littlefield	244	2.82
Donald A. Masters.	95	1.10
Brigitta Mullican.	537	6.20
David Myles.	880	10.16
Matthew Perkins	183	2.11
Mark Pierzchala	896	10.35
Suzan Pitman	853	9.85
WRITE-IN.	44	.51

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0003 District 3

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	793	
BALLOTS CAST - BLANK.	0	

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	450	58.06
Virginia D. Onley.	324	41.81
WRITE-IN.	1	.13

City Council

(VOTE FOR) 4

Monique Ashton.	308	10.52
Cynthia Cotte Griffiths.	268	9.15
Beryl L. Feinberg.	268	9.15
Richard Gottfried.	76	2.59
James Hedrick	254	8.67
Kuan Lee.	263	8.98
Charles Littlefield	149	5.09
Donald A. Masters.	39	1.33
Brigitta Mullican.	194	6.62
David Myles.	382	13.04
Matthew Perkins	68	2.32
Mark Pierzchala	278	9.49
Suzan Pitman	377	12.87
WRITE-IN.	5	.17

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0004 District 4

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	1090	
BALLOTS CAST - BLANK.	1	.09

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	579	54.73
Virginia D. Onley.	470	44.42
WRITE-IN.	9	.85

City Council

(VOTE FOR) 4

Monique Ashton.	375	9.31
Cynthia Cotte Griffiths.	412	10.23
Beryl L. Feinberg.	350	8.69
Richard Gottfried.	211	5.24
James Hedrick	447	11.10
Kuan Lee.	272	6.75
Charles Littlefield	104	2.58
Donald A. Masters.	57	1.42
Brigitta Mullican.	403	10.00
David Myles.	499	12.39
Matthew Perkins	109	2.71
Mark Pierzchala	425	10.55
Suzan Pitman	349	8.66
WRITE-IN.	15	.37

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0005 District 5

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL	1077	
BALLOTS CAST - BLANK	1	.09

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	528	51.06
Virginia D. Onley.	492	47.58
WRITE-IN.	14	1.35

City Council

(VOTE FOR) 4

Monique Ashton.	369	9.41
Cynthia Cotte Griffiths.	418	10.66
Beryl L. Feinberg.	329	8.39
Richard Gottfried.	179	4.56
James Hedrick	470	11.98
Kuan Lee.	275	7.01
Charles Littlefield	112	2.86
Donald A. Masters.	58	1.48
Brigitta Mullican.	360	9.18
David Myles.	516	13.16
Matthew Perkins	141	3.60
Mark Pierzchala	406	10.35
Suzan Pitman	279	7.11
WRITE-IN.	10	.25

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0006 District 6

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	711	
BALLOTS CAST - BLANK.	0	

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	449	64.42
Virginia D. Onley.	243	34.86
WRITE-IN.	5	.72

City Council

(VOTE FOR) 4

Monique Ashton.	340	12.84
Cynthia Cotte Griffiths.	229	8.65
Beryl L. Feinberg.	376	14.20
Richard Gottfried.	113	4.27
James Hedrick	188	7.10
Kuan Lee.	307	11.59
Charles Littlefield	50	1.89
Donald A. Masters.	28	1.06
Brigitta Mullican.	173	6.53
David Myles.	287	10.84
Matthew Perkins	55	2.08
Mark Pierzchala	257	9.71
Suzan Pitman	236	8.91
WRITE-IN.	9	.34

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0007 District 7

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	1554	
BALLOTS CAST - BLANK.	1	.06

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	1100	72.94
Virginia D. Onley.	403	26.72
WRITE-IN.	5	.33

City Council

(VOTE FOR) 4

Monique Ashton.	765	13.33
Cynthia Cotte Griffiths.	390	6.80
Beryl L. Feinberg.	978	17.04
Richard Gottfried.	142	2.47
James Hedrick	354	6.17
Kuan Lee.	595	10.37
Charles Littlefield	120	2.09
Donald A. Masters.	37	.64
Brigitta Mullican.	372	6.48
David Myles.	673	11.73
Matthew Perkins	111	1.93
Mark Pierzchala	618	10.77
Suzan Pitman	568	9.90
WRITE-IN.	16	.28

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0008 District 8

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	1118	
BALLOTS CAST - BLANK.	3	.27

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	767	71.28
Virginia D. Onley.	303	28.16
WRITE-IN.	6	.56

City Council

(VOTE FOR) 4

Monique Ashton.	493	12.23
Cynthia Cotte Griffiths.	271	6.72
Beryl L. Feinberg.	605	15.01
Richard Gottfried.	156	3.87
James Hedrick	212	5.26
Kuan Lee.	481	11.93
Charles Littlefield	106	2.63
Donald A. Masters.	66	1.64
Brigitta Mullican.	337	8.36
David Myles.	395	9.80
Matthew Perkins	102	2.53
Mark Pierzchala	393	9.75
Suzan Pitman	403	10.00
WRITE-IN.	11	.27

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0009 District 9

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL.	968	
BALLOTS CAST - BLANK.	1	.10

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	525	55.73
Virginia D. Onley.	413	43.84
WRITE-IN.	4	.42

City Council

(VOTE FOR) 4

Monique Ashton.	439	12.31
Cynthia Cotte Griffiths.	382	10.71
Beryl L. Feinberg.	392	10.99
Richard Gottfried.	73	2.05
James Hedrick	293	8.22
Kuan Lee.	239	6.70
Charles Littlefield	80	2.24
Donald A. Masters.	30	.84
Brigitta Mullican.	265	7.43
David Myles.	460	12.90
Matthew Perkins	43	1.21
Mark Pierzchala	642	18.00
Suzan Pitman	217	6.09
WRITE-IN.	11	.31

PRECINCT REPORT
RUN DATE:11/07/19 12:20 PM

Official Results

0010 District 10

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	0	
BALLOTS CAST - TOTAL	1456	
BALLOTS CAST - BLANK	2	.14

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	1002	70.37
Virginia D. Onley	418	29.35
WRITE-IN	4	.28

City Council

(VOTE FOR) 4

Monique Ashton	809	14.81
Cynthia Cotte Griffiths	370	6.77
Beryl L. Feinberg	812	14.87
Richard Gottfried	136	2.49
James Hedrick	306	5.60
Kuan Lee	852	15.60
Charles Littlefield	151	2.76
Donald A. Masters	57	1.04
Brigitta Mullican	287	5.25
David Myles	510	9.34
Matthew Perkins	126	2.31
Mark Pierzchala	434	7.95
Suzan Pitman	609	11.15
WRITE-IN	3	.05

Summary by Canvass

City of Rockville Election
Rockville, Maryland
November 3, 2015

UNOFFICIAL RESULTS

Run Date:11/06/15 03:06 PM

Report EL45A

Page 001

	TOTAL VOTES	%	EVC	ED	AB1	PROV
PRECINCTS COUNTED (OF 13)	13	100.00				
REGISTERED VOTERS - TOTAL	40,749					
BALLOTS CAST - TOTAL	6,468		613	5,514	216	125
BALLOTS CAST - BLANK	6	.09	0	2	4	0
VOTER TURNOUT - TOTAL		15.87				
VOTER TURNOUT - BLANK		.01				
Mayor						
(VOTE FOR) 1						
Bridget Donnell Newton	4,156	64.98	398	3,536	135	87
Sima Osdoby	2,216	34.65	212	1,898	72	34
WRITE-IN	24	.38	0	23	0	1
Total	6,396		610	5,457	207	122
Over Votes	1		0	1	0	0
Under Votes	71		3	56	9	3
City Council						
(VOTE FOR) 4						
Beryl L. Feinberg	3,448	14.36	318	2,962	107	61
Richard Gottfried	2,457	10.23	162	2,193	61	41
David Hill	2,353	9.80	239	2,003	75	36
Brigitta Mulligan	2,415	10.06	226	2,088	53	48
Virginia Onley	2,752	11.46	323	2,256	119	54
Julie Palakovich Carr	2,998	12.49	331	2,501	115	51
Mark Pierzchala	2,799	11.66	303	2,358	94	44
Clark Reed	2,283	9.51	211	1,951	81	40
Patrick Schoof	2,425	10.10	185	2,129	61	50
WRITE-IN	77	.32	6	71	0	0
Total	24,007		2,304	20,512	766	425
Over Votes	28		0	24	4	0
Under Votes	1,837		148	1,520	94	75

0001 District 1

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	3,772					
BALLOTS CAST - TOTAL.	602			0	602	0
BALLOTS CAST - BLANK.	0			0	0	0
VOTER TURNOUT - TOTAL		15.96				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donne11 Newton	330	55.18	0	330	0	0
Sima Osdoby.	268	44.82	0	268	0	0
WRITE-IN.	0		0	0	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	289	13.02	0	289	0	0
Richard Gottfried.	194	8.74	0	194	0	0
David Hill	247	11.13	0	247	0	0
Brigitta Mullican.	186	8.38	0	186	0	0
Virginia Onley.	270	12.16	0	270	0	0
Julie Palakovich Carr	288	12.97	0	288	0	0
Mark Pierzchala	274	12.34	0	274	0	0
Clark Reed	238	10.72	0	238	0	0
Patrick Schoof.	229	10.32	0	229	0	0
WRITE-IN.	5	.23	0	5	0	0

0002 District 2

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	6,414					
BALLOTS CAST - TOTAL	958			0	958	0
BALLOTS CAST - BLANK	0			0	0	0
VOTER TURNOUT - TOTAL		14.94				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	635	66.91	0	635	0	0
Sima Osdoby	312	32.88	0	312	0	0
WRITE-IN.	2	.21	0	2	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	532	14.84	0	532	0	0
Richard Gottfried.	393	10.96	0	393	0	0
David Hill	359	10.01	0	359	0	0
Brigitta Mullican.	331	9.23	0	331	0	0
Virginia Onley.	379	10.57	0	379	0	0
Julie Palakovich Carr	430	11.99	0	430	0	0
Mark Pierzchala	395	11.02	0	395	0	0
Clark Reed	304	8.48	0	304	0	0
Patrick Schoof.	451	12.58	0	451	0	0
WRITE-IN.	12	.33	0	12	0	0

0003 District 3

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	2,801					
BALLOTS CAST - TOTAL	385			0	385	0
BALLOTS CAST - BLANK	0			0	0	0
VOTER TURNOUT - TOTAL		13.75				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	264	69.47	0	264	0	0
Sima Osdoby	114	30.00	0	114	0	0
WRITE-IN.	2	.53	0	2	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	184	13.08	0	184	0	0
Richard Gottfried.	112	7.96	0	112	0	0
David Hill	119	8.46	0	119	0	0
Brigitta Mullican.	149	10.59	0	149	0	0
Virginia Onley.	195	13.86	0	195	0	0
Julie Palakovich Carr	217	15.42	0	217	0	0
Mark Pierzchala	132	9.38	0	132	0	0
Clark Reed	139	9.88	0	139	0	0
Patrick Schoof.	159	11.30	0	159	0	0
WRITE-IN.	1	.07	0	1	0	0

0004 District 4

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	3,746					
BALLOTS CAST - TOTAL.	463			0	463	0
BALLOTS CAST - BLANK.	1	.22		0	1	0
VOTER TURNOUT - TOTAL		12.36				
VOTER TURNOUT - BLANK03				

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	311	67.90	0	311	0	0
Sima Osdoby.	144	31.44	0	144	0	0
WRITE-IN.	3	.66	0	3	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	178	10.28	0	178	0	0
Richard Gottfried.	233	13.46	0	233	0	0
David Hill	144	8.32	0	144	0	0
Brigitta Mullican.	209	12.07	0	209	0	0
Virginia Onley.	217	12.54	0	217	0	0
Julie Palakovich Carr	226	13.06	0	226	0	0
Mark Pierzchala	175	10.11	0	175	0	0
Clark Reed	163	9.42	0	163	0	0
Patrick Schoof.	182	10.51	0	182	0	0
WRITE-IN.	4	.23	0	4	0	0

0005 District 5

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	3,770					
BALLOTS CAST - TOTAL	473		0	473	0	0
BALLOTS CAST - BLANK	0		0	0	0	0
VOTER TURNOUT - TOTAL		12.55				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	281	60.69	0	281	0	0
Sima Osdoby.	176	38.01	0	176	0	0
WRITE-IN.	6	1.30	0	6	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	183	10.49	0	183	0	0
Richard Gottfried.	220	12.61	0	220	0	0
David Hill	130	7.45	0	130	0	0
Brigitta Mullican.	218	12.49	0	218	0	0
Virginia Onley.	193	11.06	0	193	0	0
Julie Palakovich Carr	226	12.95	0	226	0	0
Mark Pierzchala	191	10.95	0	191	0	0
Clark Reed	254	14.56	0	254	0	0
Patrick Schoof.	119	6.82	0	119	0	0
WRITE-IN.	11	.63	0	11	0	0

0006 District 6

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	3,288					
BALLOTS CAST - TOTAL.	221			0	221	0
BALLOTS CAST - BLANK.	0			0	0	0
VOTER TURNOUT - TOTAL		6.72				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	141	64.38	0	141	0	0
Sima Osdoby.	78	35.62	0	78	0	0
WRITE-IN.	0		0	0	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	127	15.38	0	127	0	0
Richard Gottfried.	89	10.77	0	89	0	0
David Hill	81	9.81	0	81	0	0
Brigitta Mullican.	97	11.74	0	97	0	0
Virginia Onley.	100	12.11	0	100	0	0
Julie Palakovich Carr	103	12.47	0	103	0	0
Mark Pierzchala	92	11.14	0	92	0	0
Clark Reed	64	7.75	0	64	0	0
Patrick Schoof.	65	7.87	0	65	0	0
WRITE-IN.	8	.97	0	8	0	0

0007 District 7

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	4,550					
BALLOTS CAST - TOTAL.	717		0	717	0	0
BALLOTS CAST - BLANK.	1	.14	0	1	0	0
VOTER TURNOUT - TOTAL		15.76				
VOTER TURNOUT - BLANK02				

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	410	57.75	0	410	0	0
Sima Osdoby.	294	41.41	0	294	0	0
WRITE-IN.	6	.85	0	6	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	467	17.44	0	467	0	0
Richard Gottfried.	216	8.07	0	216	0	0
David Hill	253	9.45	0	253	0	0
Brigitta Mullican.	260	9.71	0	260	0	0
Virginia Onley.	278	10.38	0	278	0	0
Julie Palakovich Carr	333	12.43	0	333	0	0
Mark Pierzchala	347	12.96	0	347	0	0
Clark Reed	266	9.93	0	266	0	0
Patrick Schoof.	248	9.26	0	248	0	0
WRITE-IN.	10	.37	0	10	0	0

0008 District 8

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	4,372					
BALLOTS CAST - TOTAL	397			0	397	0
BALLOTS CAST - BLANK	0			0	0	0
VOTER TURNOUT - TOTAL		9.08				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	271	68.96	0	271	0	0
Sima Osdoby	120	30.53	0	120	0	0
WRITE-IN.	2	.51	0	2	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	247	17.14	0	247	0	0
Richard Gottfried.	182	12.63	0	182	0	0
David Hill	109	7.56	0	109	0	0
Brigitta Mullican.	158	10.96	0	158	0	0
Virginia Onley.	146	10.13	0	146	0	0
Julie Palakovich Carr	159	11.03	0	159	0	0
Mark Pierzchala	165	11.45	0	165	0	0
Clark Reed	127	8.81	0	127	0	0
Patrick Schoof.	142	9.85	0	142	0	0
WRITE-IN.	6	.42	0	6	0	0

0009 District 9

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	2,502					
BALLOTS CAST - TOTAL	552			0	552	0
BALLOTS CAST - BLANK	0			0	0	0
VOTER TURNOUT - TOTAL		22.06				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donne11 Newton	297	54.40		0	297	0
Sima Osdoby.	247	45.24		0	247	0
WRITE-IN.	2	.37		0	2	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	258	12.55		0	258	0
Richard Gottfried.	163	7.93		0	163	0
David Hill	181	8.80		0	181	0
Brigitta Mullican.	166	8.07		0	166	0
Virginia Onley.	267	12.99		0	267	0
Julie Palakovich Carr	268	13.04		0	268	0
Mark Pierzcha1a	349	16.97		0	349	0
Clark Reed	216	10.51		0	216	0
Patrick Schoof.	178	8.66		0	178	0
WRITE-IN.	10	.49		0	10	0

0010 District 10

	TOTAL VOTES	%	EVC	ED	AB1	PROV
REGISTERED VOTERS - TOTAL	5,534					
BALLOTS CAST - TOTAL.	746			0	746	0
BALLOTS CAST - BLANK.	0			0	0	0
VOTER TURNOUT - TOTAL		13.48				
VOTER TURNOUT - BLANK						

Mayor

(VOTE FOR) 1

Bridget Donnell Newton	596	80.43	0	596	0	0
Sima Osdoby.	145	19.57	0	145	0	0
WRITE-IN.	0		0	0	0	0

City Council

(VOTE FOR) 4

Beryl L. Feinberg.	497	17.61	0	497	0	0
Richard Gottfried.	391	13.86	0	391	0	0
David Hill	380	13.47	0	380	0	0
Brigitta Mullican.	314	11.13	0	314	0	0
Virginia Onley.	211	7.48	0	211	0	0
Julie Palakovich Carr	251	8.89	0	251	0	0
Mark Pierzchala	238	8.43	0	238	0	0
Clark Reed	180	6.38	0	180	0	0
Patrick Schoof.	356	12.62	0	356	0	0
WRITE-IN.	4	.14	0	4	0	0



SECTION 8 –SIGNS

ARTICLE 18 OF THE ZONING ORDINANCE 1-22

DEFINITIONS OF “SIGN” FROM SECTION 25.03.02 OF THE ZONING ORDINANCE..1-2

**PLANNED DEVELOPMENT EQUIVALENT ZONES AS CONTAINED IN SECTION
25.14.07 OF THE ZONING ORDINANCE 1-6**

ARTICLE 18. SIGNS

Sec. 25.18.01. Legislative findings; purposes.

- a. *Legislative findings.* The Mayor and Council finds that signs provide an important medium through which individuals and entities may convey a variety of commercial and noncommercial messages. However, left completely unregulated, signs can become a threat to public safety as a hazard to property, persons, and the motoring public, and a detriment to property values and the overall public welfare as an unattractive nuisance.
- b. *Purposes.* In addition to the purposes of this chapter established in section 25.01.02, the purposes of this article are:
 1. To enable the public to locate goods, services, facilities, and geographic areas without difficulty, danger, or confusion;
 2. To reduce traffic and pedestrian hazards and prevent interference with the effectiveness of traffic regulation;
 3. To promote the compatibility of signs with the surrounding land uses;
 4. To protect the public investment in the roadways in the City;
 5. To promote and preserve the economic well-being and vitality of the community;
 6. To enhance and improve the environment and aesthetics of the City and to protect property values by preventing visual clutter and blight;
 7. To preserve the residential character of the City's residential neighborhoods; and
 8. To provide effective opportunities for the expression of commercial and noncommercial communication while protecting the public and the community against adverse effects from the unrestricted proliferation of signs.

(Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.02. Severability.

- a. Without diminishing or limiting in any way the declaration of severability in section 25.01.08 it is the express intent of this section that if any provision (including any section, sentence, clause, or phrase) of this article 18 or any other provision of this chapter pertaining to signs, including but not limited to provisions pertaining to sign permits, is declared by a court of competent jurisdiction to be unconstitutional and void, such declaration of unconstitutionality does not affect any other provision of this article 18 or other provision of this chapter, including, but not limited to, the prohibition of certain signs, and the requirements pertaining to the size, height, location, numbers, illumination, maintenance, construction, and removal of signs.
- b. In particular, and without limitation, in the event any provision of this article 18 or other provision of this chapter is declared invalid as applied to noncommercial signs, this article 18 or any surviving portions thereof, remain in full force and effect as applied to commercial signs.

-
- c. Without diminishing or limiting in any way the foregoing declaration of severability, it is the express intent of this section 25.18.02, that if any provision (including any section, sentence, clause, or phrase) of this article 18 or any other provision of this chapter pertaining to signs is declared by a court of competent jurisdiction to be unconstitutional and void, such declaration of unconstitutionality does not affect any other provision of this article 18 or other provision of this chapter even if such severability would result in a situation where there would be less speech, whether by subjecting previously exempt signs to the provision of this chapter or otherwise.

Sec. 25.18.03. Sign variances.

- a. This section allows variances from the standards of this article only when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other conditions, the strict application of this article denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts.
- b. Intent. The intent of this section is to allow relief, in certain situations, from the strict application of the regulations identified within this article only by reason of:
1. The exceptional narrowness, shallowness, or the unusual shape of a structure or parcel of property; or
 2. The exceptional topographic conditions or other extraordinary situation of the structure or parcel.
- c. Application for sign variances. An application for a sign variance shall be reviewed by the chief of zoning and governed only by the development standards identified in this article.
- d. Findings for sign variances. The chief of zoning may approve a sign variance, with or without conditions, only after making all of the following findings:
1. Strict compliance would preclude an effective design solution improving sign functionality, operational efficiency or appearance;
 2. Strict compliance would preclude an effective design solution fulfilling the basic intent of the applicable regulations;
 3. The variance will not constitute a grant of special privilege inconsistent with limitations imposed on similarly zoned properties or inconsistent with the purposes of this article; and
 4. The proposed sign is architecturally compatible with the major structures on the subject site, and adjacent sites and is compatible with the character of the established neighborhood and general environment.
- e. Implementation period. Any sign or signs must be installed within six (6) months of the date of the approval of the sign variance.

(Ord. No. 25-19, § 5, 10-21-19)

Editor's note(s)—Ord. No. 25-19, § 5, adopted October 21, 2019, amended section 25.18.03 in its entirety to read as herein set out. Formerly, section 25.18.03 pertained to special application requirements for the sign review board, and derived from Ord. No. 19-08, § 1, adopted December 15, 2008.

Sec. 25.18.04. Only allowed signs lawful; signs specifically prohibited.

- a. No sign may be erected, installed, substantially altered, or illuminated unless in compliance with all of the requirements of this article 18.
- b. The following signs are specifically prohibited in the City:

-
1. Signs that impede the operation of any window, door, fire escape, stairway, ladder, or opening required to provide light, air, ingress, or egress for any building or structure;
 2. Signs which, by reason of position, size, shape, or color, may interfere with, obstruct the view of, or be confused with any traffic sign, signal, or device, or which make use of any word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse traffic;
 3. Off-premises signs, except as set forth in sections 25.18.18 and 25.18.19;
 4. Any sign placed or erected on property without the permission of the property owner;
 5. Signs which move or have any moving part, or which give the illusion of motion;
 6. Signs which use blinking, flashing, or fluttering illumination or illumination which varies in color or intensity or which create the appearance or illusion of writing or printing, including, but not limited to, strobe, rotating beacon, chasing, or zip lights;
 7. Signs erected by any person on any public property or right-of-way except as provided for in this article 18;
 8. Signs erected in such a location as to interfere with pedestrian or vehicular circulation onto or off of the property on which it is located;
 9. Portable signs, except noncommercial signs displayed by hand or as may be allowed in subsections 25.18.14.a.5 and b.7.;
 10. Signs displayed on billboard vehicles;
 11. Signs with changeable copy, except as provided for herein;
 12. Signs extending above the roof of any building in excess of one (1) percent of the building height, except as allowed by section 25.18.19;
 13. Flags, banners, pennants, spinners, ribbon, streamers, balloons, and similar devices visible from a public right-of-way, except as expressly permitted by this article;
 14. Signs projecting more than thirty-six (36) inches from a building wall;
 15. Temporary signs, except as provided for herein;
 16. Any sign with words, scenes, or graphics of an obscene, indecent, or prurient character which offend public morals or decency;
 17. Any sign not expressly allowed or permitted by this article 18;
 18. Vehicular signs when the vehicle is parked such that the sign is visible from a right-of-way within fifty (50) feet of the vehicle, except when there is no reasonable alternative location on the site to park the vehicle; and

(Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.05. Exemptions.

This article 18 does not apply to the following signs, and no permit for such signs is required:

1. Any sign or portion thereof required to be posted or displayed by this chapter or other applicable federal, state, or local law or regulation;
2. Signs and other visual displays erected by, or at the direction of, federal, state, or local governmental or quasi-governmental agencies;

-
3. Any sign not readable from any right-of-way or abutting property, except as set forth in subsection 25.18.04.b.13 above;
 4. Any unilluminated sign smaller than one (1) square foot in area;
 5. Up to two (2) noncommercial flags not exceeding one hundred (100) square feet per face in area on nonresidential parcels and not exceeding twenty-five (25) square feet per face in area on residential parcels;
 6. Signs conforming to or required by the Manual of Uniform Traffic Control Devices as published by the Federal Highway Administration from time to time under 23 Code of Federal Regulations, Part 655, Subpart F;
 7. Numerals not exceeding eighteen (18) inches in height identifying an address on a lot. It is hereby expressly found and determined that such numerals are necessary to serve life safety purposes in the evening emergency services personnel are required to locate and access a particular property.

(Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.06. Construction, design, illumination, and maintenance of signs.

a. *Permanent signs.*

1. *Construction.* Permanent signs must be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
 - (a) Signs attached to masonry, concrete, or steel must be safely and securely fastened by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to safely support the loads applied.
 - (b) Where wood anchors or supports are embedded in the soil, the wood must be pressure treated with an approved preservative.
2. *Design.* Permanent signs must be designed and constructed to withstand wind pressure as provided for in the current edition of the International Building Code, as amended, or in such other code adopted as the building code for the City.
3. *Illumination.* When illumination of a sign is proposed, it must satisfy the following requirements:
 - (a) A sign must be illuminated only with electric lighting, and electrical devices and wiring must be installed in accordance with the requirements of chapter 5, article VII of the City Code.
 - (b) Sign illumination must use an enclosed lamp design or indirect lighting from a shielded source in a manner that prevents glare from beyond the property line.
 - (c) Sign illumination must not cause traffic interference.

b. *Temporary signs.*

1. *Construction.* Temporary signs must:
 - (a) Not be constructed in a manner that requires a building or electrical permit; and
 - (b) Be securely anchored to the structure or land in which it is located.
2. *Design.* Temporary signs must not have changeable copy.
3. *Illumination.* Temporary signs must not be illuminated in any manner.

c. *Maintenance.*

1. All signs and sign support structures, together with their supports, braces, guys, and anchors, must be maintained in good structural condition, in compliance with all applicable building and electrical codes, and in conformance with this article at all times.
2. The display surfaces of all signs must be kept neatly painted or posted at all times.

(Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.07. Measurement of sign area and height.

a. *Sign area.*

1. Sign area includes the total areas of all allowed signs, except as otherwise provided for herein.
2. Sign areas are measured as follows:
 - (a) For sign copy mounted or painted on a background panel or area distinctively painted, textured, lighted, or constructed as background for the sign copy, sign area is measured as that area contained within the outside dimensions of the background panel or surface.

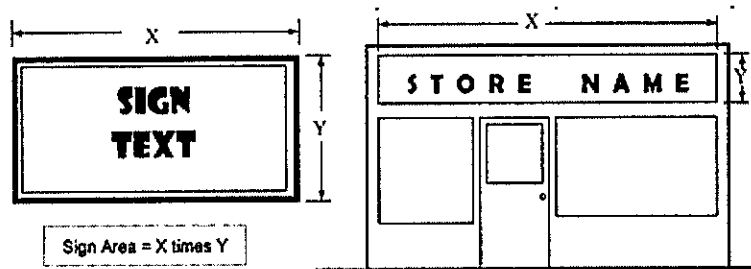


Figure 18.1

- (b) For sign copy mounted as individual letters and/or graphics on an area of a building that has not been painted, textured, lighted, or otherwise altered to provide a distinctive background for the sign copy, sign area is measured as the area or the sum of the areas enclosed by the smallest rectangle that will enclose each word and graphic.

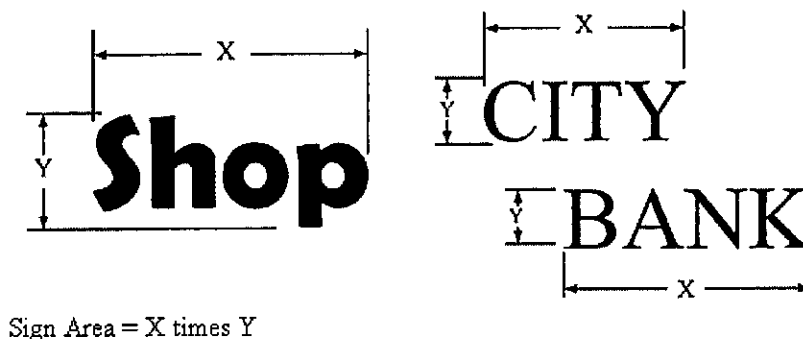


Figure 18.2

- (c) For freestanding signs or projecting signs not more than two (2) sign faces shall be allowed. If the interior angle between the two (2) sign faces is ninety (90) degrees or less, the area of only one

(1) face will be the sign area. If the angle between the two (2) faces is greater than ninety (90) degrees, the sign area will be the sum of the areas of the two (2) faces.

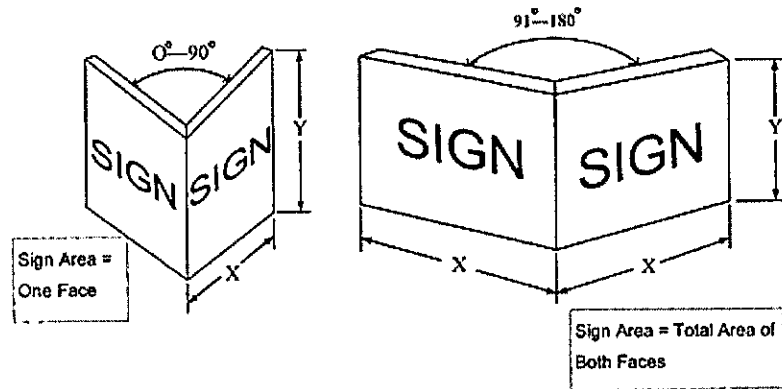


Figure 18.3

- (d) For a freestanding sign, the sign area will be the area that will encompass all components of the sign excluding the supporting structure that does not form part of the sign proper.

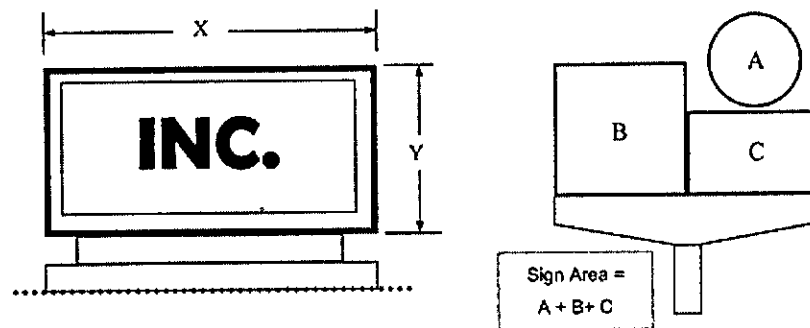


Figure 18.4

- b. *Sign height.* Sign height is measured from the distance at the top of the sign structure to the normal grade of the street upon which the sign faces or to the level of the lot on which the sign is erected, whichever is higher. Normal grade shall be construed to be the newly established grade after construction, exclusive of any filling, berming, mounding or excavating solely for the purpose of locating the sign. In cases where the normal grade is below grade at street level, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public or private street.

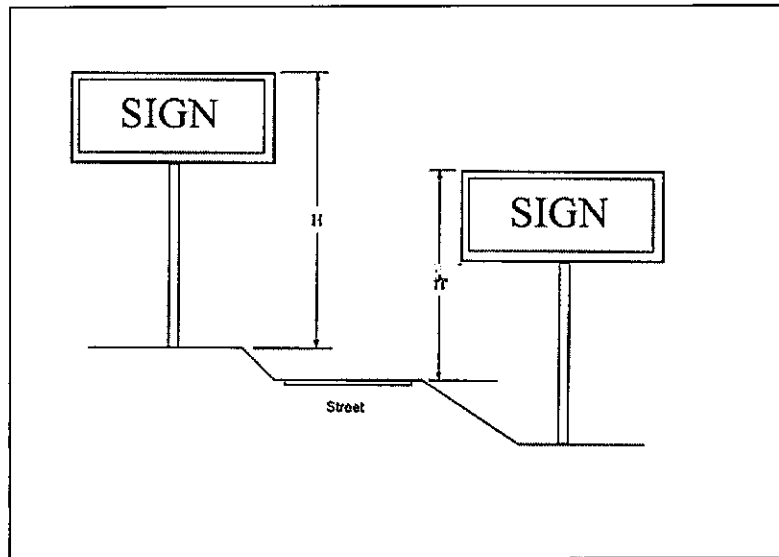


Figure 18.5

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.08. Sign plans; sign permits; appeals.

- a. Sign plans. For a lot occupied by more than one (1) business/tenant and where more than one (1) permanent building sign will be installed, a sign plan indicating the size, location, shape, materials, and mounting details of all permanent building signs must be approved. A sign plan must be approved by the Chief of Zoning prior to the issuance of the first sign permit for a lot where more than one (1) permanent building sign will be installed. The sign plan will serve as the basis for all sign permit applications for permanent building signs on the lot subject to the sign plan. A revised sign plan must be approved if a sign to be installed deviates from the size, location, shape, materials, or mounting details of an approved sign plan.
- b. Sign permits. Except as expressly exempted or otherwise provided in this article 18, a sign permit must be obtained prior to the installation, erection, enlargement, illumination, or substantial alteration of any permanent or temporary sign allowed under this article. The changing of the sign face is a substantial alteration requiring a new sign permit.
- c. Applications for a sign plan or sign permit must be submitted to the Chief of Zoning.
- d. Each application must be submitted on forms provided therefore by the Chief of Zoning, and be accompanied by such fee as is established by resolution of the Council. The applicant must furnish as part of the application the following information:
 1. The street address of the property upon which the sign is to be located and a plat map of the property showing the proposed location of the sign and identifying any adjacent residential property;
 2. The aggregate area for all tenant/business signs erected by or on behalf of the applicant and/or the aggregate area for all signs on the premises;
 3. The name(s) and address(es) of the owner(s) of the premises upon which the subject sign is to be located;
 4. Consent of the owner(s), or the owner's(') agent, granting permission for the placement or maintenance of the sign;

Created: 2023-01-31 15:40:15 [EST]

(Supp. No. 13)

-
5. The name, address, phone number, and business license number of the sign contractor;
 6. Plans indicating the location of the sign on the property or building wall, including the road frontage or building elevation;
 7. Plans indicating the dimensions, height, and shape of the sign, and materials, and mounting details;
 8. The size and type of any vegetation required to be moved for sign installation or visibility; and
 9. Such other information as determined by the Chief of Zoning to be necessary to assess whether the sign complies with the provisions of this article.
- e. The Chief of Zoning must review the application within fifteen (15) business days from the date of submission of the application and required fee and either approve or deny the application or return the application to the applicant if the application is incomplete as follows:
 1. A sign permit must be issued or a sign plan approved if the Chief of Zoning finds that the sign or sign plan proposed in the application complies with the requirements of this article 18 and, if applicable, any approved sign plan for a building or lot.
 2. If the permit or sign plan is denied, the denial must be in writing and must identify the specific section or sections of this article or other applicable law with which the proposed sign(s) is inconsistent.
 3. If the application is returned due to incompleteness, the Chief of Zoning must advise the applicant in writing as to the information needed to complete the application.
 4. Failure of the Chief of Zoning to take action on an application within the time frame set forth above is appealable to the Board of Appeals in the same manner as an appeal from a denial of a permit.
 - f. An applicant may appeal the denial of a sign permit or sign plan by filing a sign permit review application with the Sign Review Board within ten (10) business days of appeals in accordance with the decision of the Chief of Planning procedure identified in subsection 25.04.06.b.2.
 - g. No permit for a sign issued hereunder will be deemed to constitute permission or authorization to erect or maintain an unlawful sign, nor will any permit issued hereunder constitute a defense in any action to remove an unlawful sign.

(Ord. No. 29-09, § 18, 10-26-09; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.09. Nonconforming signs.

- a. Any nonconforming sign may remain erected, installed, or in use subject to the requirements of this section.
- b. Whenever an existing nonconforming sign is structurally altered, abandoned, destroyed, replaced, or substantially damaged, it must be modified to bring it into conformance with this article 18. Repairs and maintenance of nonconforming signs, such as repainting and electrical repairs, shall be permitted, provided that repainting does not include a change of copy or color, and provided further that no repairs will be permitted where the cost of the repairs exceeds one thousand dollars (\$1,000.00) or fifty (50) percent of the replacement cost of the sign.
- c. Whenever an existing business/tenant erects a new or additional sign, all signs on the premises pertaining to that business/tenant must be modified to bring them into conformance with this article 18.
- d. Any sign lawfully existing immediately prior to the effective date of this chapter, or any application amendment thereof, but which does not conform to the requirements as now constituted, must be removed within eight (8) years from the date that the sign became nonconforming.

-
- e. In all other respects, nonconforming signs must comply with the applicable requirements of article 8, transitional provisions, nonconformities, nonconforming alteration approval.

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.10. Removal of signs.

- a. *Prohibited signs on public property/rights of way.* Any prohibited sign found on any public property or right-of-way within the City will be removed and disposed of by the Chief of Inspection Services or designee in the same manner as trash. Nothing herein prohibits the imposition of a fine or initiation of any other enforcement action against any person or entity found to have installed a prohibited sign on any public property or right-of-way within the City.
- b. *Unlawful sign.* Any sign unlawfully existing immediately prior to the effective date of this chapter, or any applicable amendment thereof, and which does not conform to the requirements of this article, as now constituted or as it may be amended from time to time, must be removed by the owner after notice from the City to do so.
- c. *Abandoned signs.*
1. An abandoned sign must be removed within thirty (30) days from the time the activity on the premises ceases and/or the business owner vacates the premises by:
 - (a) The sign's owner;
 - (b) The owner of the property on which the sign is located; or
 - (c) Any other persons otherwise responsible for the sign.
 2. Removal consists of the disassembly of the sign face and installation of temporary replacement face where applicable. Nonconforming signs are subject to the provisions of section 25.18.09.

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.11. Signs allowed for residential uses in all zones.

The following signs are allowed for residential uses in all zones:

1. *Entrance signs.* A permanent entrance sign for principally residential development containing ten (10) or more dwelling units in accordance with the following:
 - (a) One (1) sign not exceeding twenty-four (24) square feet in area with a maximum height of five (5) feet located at or near the entrance to the development and within the boundaries of such development;
 - (b) Where the dwelling units are separately owned, such sign must be located in an easement or tract of land to be owned and/or maintained by the home owners association, civic association, or similar entity;
 - (c) Final location of such sign must be approved by the Director of the Department of Public Works or designee, to ensure that the sign does not obstruct the sight distance triangle; and
 - (d) Such sign must be located in a landscaped area of at least two (2) square feet per each square foot of sign area except that for multi-family dwellings such sign may be a building sign.
2. *Directional signs.* Directional signs for principally residential developments of any size are allowed in accordance with the following:

-
- (a) Such signs must not exceed three (3) square feet in area; and
 - (b) If freestanding, such signs must not exceed six (6) feet in height.
3. *Temporary signs.* Temporary signs are allowed as follows:
- (a) *Real estate signs for individual residential lots or dwelling units.*
 - i. One (1) building or freestanding sign per street frontage not exceeding six (6) square feet in area and, if free standing, not exceeding five (5) feet in height, provided that any sign installed within ten (10) feet from the property line must not exceed forty-two (42) inches in height;
 - ii. Such signs must not be illuminated; and
 - iii. No sign permit is required.
 - (b) *Real estate signs for recorded subdivision.* For recorded subdivisions containing ten (10) or more lots, signs must comply with the following:
 - i. One (1) sign per subdivision not exceeding forty-eight (48) square feet in area and, if freestanding, not exceeding twelve (12) feet in height located within the subdivision;
 - ii. Such signs must not be illuminated;
 - iii. Such signs may be maintained for a period of two (2) years, or until all the lots in the subdivision are sold, whichever occurs first; and
 - iv. Sign permits are required and are renewable for such signs.
 - (c) *Real estate signs for new or renovated multi-unit dwelling developments.*
 - i. For developments containing up to ten (10) dwelling units, signs must comply with the following:
 - A. One (1) sign per street frontage not exceeding twelve (12) feet in height located on the property;
 - B. Such signs must not be illuminated; and
 - C. No sign permit is required for such signs.
 - ii. For developments containing more than ten (10) dwelling units, signs must comply with the following:
 - A. One (1) sign per street frontage not exceeding forty-eight (48) square feet in area and, if freestanding, not exceeding twelve (12) feet in height located on the property;
 - B. Such signs must not be illuminated;
 - C. Such signs may be maintained for a period of two (2) years, or until all the units in the development are rented, sold, or leased whichever occurs first; and
 - D. Sign permits are required and are renewable for such signs.
 - (d) *Temporary noncommercial signs.*
 - i. Such signs must not exceed five (5) square feet in area.
 - ii. If freestanding, such signs must not exceed five (5) feet in height, provided that any sign installed within ten (10) feet from the property line must not exceed forty-two (42) inches in height;

-
- iii. Such signs must not be illuminated; and
 - iv. No sign permit is required for such signs.
- (e) *Yard sale signs.* One (1) yard sale sign per lot is allowed in accordance with the following:
- i. Signs may be displayed for a period no longer than two (2) days during any calendar month in which the yard sale occurs, and such signs must not exceed five (5) square feet in area.
 - ii. Such signs must not be illuminated.
 - iii. No sign permit is required for such signs.
 - iv. Signs must be removed upon the conclusion of the sale.

(Ord. No. 25-19, § 5, 10-21-19)

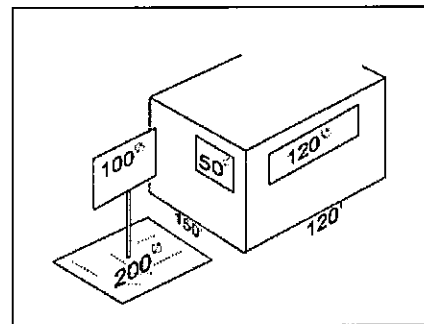
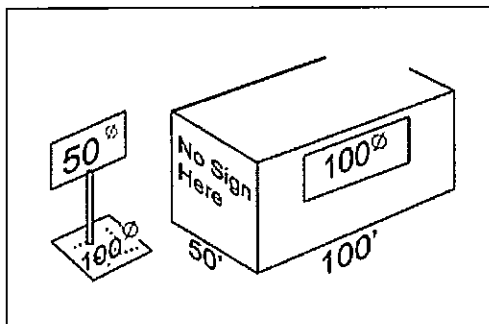
Sec. 25.18.12. Signs allowed for nonresidential uses in residential zones.

- a. *Signs for permitted uses in residential zones.* Except for child care homes and child care centers located on lots under twenty thousand (20,000) square feet, the following signs for permitted nonresidential uses are allowed as follows:
- 1. One (1) permanent sign, not exceeding twenty-four (24) square feet in area for each street frontage.
 - (a) If freestanding, it must not be located less than ten (10) feet from any lot line; and
 - (b) The sign may contain changeable copy.
 - 2. Directional signs, provided that:
 - (a) Such signs do not exceed three (3) square feet in area; and
 - (b) If freestanding, such signs must not exceed six (6) feet in height.
- b. *Signs for special exceptions.* For non-residential special exception uses in residential zones:
- 1. All signs must be as authorized by the Board of Appeals in its approval of the special exception application, except that the Board of Appeals may not authorize any sign prohibited under section 25.18.04.
 - 2. Special exceptions valid on December 31, 1983 have the following options:
 - (a) One (1) sign not exceeding twenty (20) square feet in area is allowed. It may be a building sign or freestanding. If freestanding, the sign must not exceed five (5) feet in height; or
 - (b) A qualified applicant may apply to the Board of Appeals for an amendment to existing sign conditions in compliance with subsection 25.15.01.b.
- c. *Temporary real estate signs.* Temporary real estate signs are allowed for all nonresidential uses in residential zones in accordance with the provisions of section 25.18.11.3 and will be allowed in addition to any other temporary sign allowed under this article 18.
- d. *Temporary noncommercial signs.* Temporary noncommercial signs are allowed in accordance with the provisions of subsection 25.18.11.3.(d).

(Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.13. Signs allowed in the industrial zones.

- a. *Permanent building signs.* Permanent building signs are permitted in the Industrial (I-L and I-H) Zones in accordance with the following:
1. *Total aggregate area.*
 - (a) The total aggregate area of all signs on the premises allowed for each business/tenant must not exceed:
 - i. Two (2) square feet for each linear foot of exterior building wall enclosing the business/tenant space for the first fifty (50) linear feet.
 - ii. If such building wall or portion thereof measures more than fifty (50) linear feet, then the aggregate area of all signs on the premises for that business/tenant may be increased in area at the rate of one (1) square foot for each additional linear foot of exterior building wall.



Total Aggregate Area for Each Business/Tenant

Figure 18.6Figure 18.7

- (b) For business/tenant space with multiple exterior building walls, each exterior wall may be so measured. All signs must be placed on the exterior building wall or portion thereof used for measurement.
2. *Design.*
 - (a) For a lot occupied by more than one (1) business/tenant, each building sign must be consistent with any sign plan and be compatible and harmonious (but not necessarily identical) in terms of design, color, shape, size, style, material, and mounting with all other signs on the building or lot.
 - (b) In addition to the principal sign color, up to two (2) additional accent colors, such as drop shadows or letter outlines may be included in the design.
- b. *Freestanding signs.*
1. Freestanding signs are allowed in the I-L and I-H Zones in accordance with the following:
 - i. There may be only one (1) freestanding sign per lot;
 - ii. Such signs must have a maximum area of fifty (50) square feet and a maximum height of ten (10) feet; and
 - iii. Such signs must not be closer than thirty (30) feet to any residential zone.

-
- c. *Directional signs.* Directional signs in the Industrial (I-L and I-H) Zones are allowed in accordance with the following:
1. The signs must not exceed three (3) square feet in area; and
 2. If freestanding, the signs must not exceed six (6) feet in height.
- d. *Gasoline price signs.* In the Industrial (I-L and I-H) Zones, gasoline price signs required by state law for automobile filling stations may be freestanding or erected as a building sign. Any such sign or portion thereof that exceeds the minimum requirements of state law must be counted in the number, size, and total aggregate area for the business/tenant.
- e. *Changeable copy signs.* Changeable copy signs are allowed in the Industrial (I-L and I-H) Zones. Such sign may be freestanding and shall be counted in the number, size, and aggregate sign area permitted for the business/tenant.
- f. *Temporary signs.* Temporary signs are allowed in the Industrial (I-L and I-H) Zones in accordance with the following:
1. One (1) real estate sign per lot not exceeding forty-eight (48) square feet in area, and not more than twelve (12) feet in height if freestanding, or one (1) building sign not exceeding seventy-two (72) square feet in area if mounted at least seventy (70) feet above adjacent grade, in accordance with the following:
 - (a) Such signs must not be illuminated;
 - (b) Such signs may be maintained for a period of two (2) years or until the building or lot is rented, leased, or sold, whichever occurs first. Signs must be removed within thirty (30) days after sale, lease, or rental. Signs installed for a two (2) year renewal period are limited to a maximum size of twenty-four (24) square feet; and
 - (c) Such signs must not be located within thirty (30) feet of a residential zone.
 2. One (1) sign may be erected during the period of construction with a total maximum sign area of two hundred (200) square feet.
 3. Upon occupancy of a space by a business or tenant, banners, and displays not exceeding thirty-two (32) square feet in total area may be erected for up to sixty (60) consecutive days including days before or after actual occupancy date by the business or tenant. If the building has more than fifty (50) feet of linear frontage, the total area of the banner or display may be increased up to forty-eight (48) square feet.
 4. Temporary noncommercial signs are allowed in the Industrial (I-L and I-H) zones in accordance with the provisions of subsection 25.18.14.a.4.(b).
- g. *Subdivision entrance signs.* In the Industrial zones, permanent signs within recorded subdivisions of four (4) or more lots are allowed in accordance with the following:
1. One (1) sign is permitted, not exceeding fifty (50) square feet in area and not exceeding six (6) feet in height.
 2. Such sign must be located at or near the entrance to the subdivision within the boundaries of the subdivision.
 3. Final location of such sign must be approved by the Director of Public Works to ensure that the sign does not obstruct the sight distance triangle.
 4. Such sign must be located in a landscaped area of at least two (2) square feet per each square foot of sign area.

-
5. Such sign must not use internal illumination.

(Ord. No. 29-09, § 18, 10-26-09; Ord. No. 15-12, 7-30-12; Ord. No. 25-19, § 5, 10-21-19)

Editor's note(s)—Ord. No. 29-09, § 18, adopted October 26, 2009, changed the title of section 25.18.13 from "Signs permitted in MXNC, MXC, and industrial zones" to "Signs permitted in MXC and industrial zones."

Sec. 25.18.14. Signs allowed in other mixed-use zones—MXTD, MXCD, MXCT, MXNC, MXE, MXB, MXC and MXT.

- a. The following signs are allowed in the MXT and MXC zones:
 1. Permanent building signs in accordance with the following:
 - (a) The total area of all building signs must not exceed fifteen (15) square feet on any building;
 - (b) Such signs must not utilize internal illumination; and
 - (c) Such signs must not be placed above the first-story level of any building;
 2. Permanent freestanding signs in accordance with the following:
 - (a) One (1) freestanding sign is allowed for each lot not exceeding eight (8) square feet in area and not exceeding five (5) feet in height;
 - (b) Such sign must not utilize internal illumination; and
 - (c) Such sign must be located not less than ten (10) feet from a lot line of any lot used principally for a residence;
 3. Directional signs in accordance with the following:
 - (a) Such signs must not to exceed three (3) square feet in area; and
 - (b) If freestanding, not to exceed six (6) feet in height;
 4. Temporary signs in accordance with the following:
 - (a) One (1) real estate sign per lot not exceeding twenty-four (24) square feet in area and eight (8) feet in height, in accordance with the following:
 - i. Such signs must not be illuminated;
 - ii. Such signs may be maintained for a period of two (2) years or until the building or lot is rented, leased, sold, whichever occurs first; and
 - iii. Such signs must not be located within thirty (30) feet of a residential zone.
 - (b) Temporary noncommercial signs are allowed in accordance with the following:
 - i. The total aggregate area of all such signs on a single lot must not exceed thirty-two (32) square feet;
 - ii. No single sign may exceed twelve (12) square feet in size;
 - iii. If freestanding, such signs must not exceed eight (8) feet in height;
 - iv. In lieu of the signage allowed in subsection (b)(i) and (ii) above, on any lot that abuts a limited access highway noncommercial temporary signs may be attached to the side of a building facing a limited access highway. Such signs must be mounted to the top floor face

of the building, must not obstruct windows, and must not exceed an aggregate size of one hundred (100) square feet.

- v. Such signs must not be illuminated;
- vi. Such signs must not be located within thirty (30) feet of a residential zone;
- vii. No sign permit is required for such signs.

5. Portable signs. One (1) portable sign may be allowed as follows:

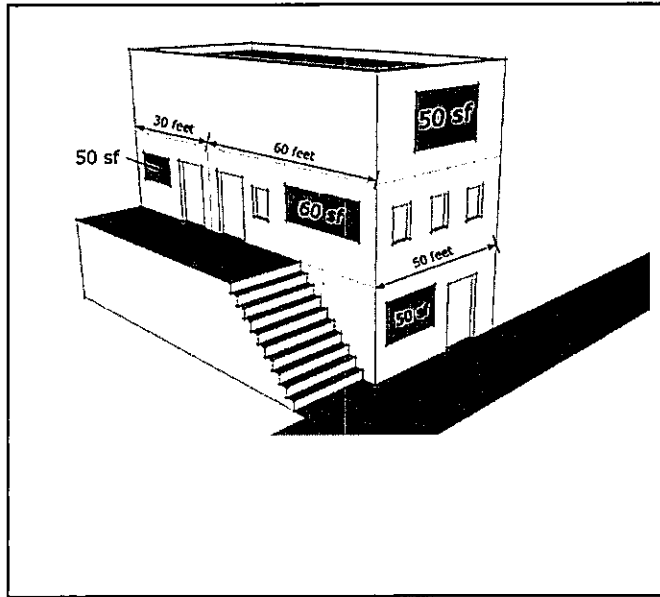
- (a) The sign must be located within ten (10) feet of the front building entrance of the business and must not impede pedestrian movements;
- (b) Each sign face cannot exceed six (6) square feet in area and be no taller than three (3) feet;
- (c) The sign can only be displayed when the business is open to the public.

b. Signs allowed in the MXTD, MXCD, MXNC, MXCT, MXB, and MXE Zones:

1. *Permanent building signs.* Permanent building signs are permitted in the MXTD, MXCD, MXNC, MXCT, MXB, and MXE Zones in accordance with the following:

(a) *MXTD, MXCD, MXCT, MXE, and MXNC zones.*

- i. The total aggregate area of all signs on the premises allowed for each business/tenant must not exceed:
 - A. Two (2) square feet for each linear foot of exterior building wall enclosing the business/tenant space for the first fifty (50) linear feet.
 - B. If such building wall or portion thereof measures more than fifty (50) linear feet, then the aggregate area of all signs on the premises for that business/tenant may be increased in area at the rate of one (1) square foot for each additional linear foot of exterior building wall.
- ii. For a lot occupied by more than one (1) business/tenant, each building sign must be consistent and harmonious in terms of design, color, shape, size, style, material, and mounting with other such signs on the building or in the center.
- iii. In addition to the principal sign color, up to two (2) additional accent colors, such as drop shadows or letter outlines may be included in the design.
- iv. In addition to the above, buildings occupied by two (2) or more businesses/tenants may have building signs with a maximum area of fifty (50) square feet each located on any exterior wall that has frontage on the public right-of-way.



(b) *Total aggregate area—MXB zone.*

- i. The total area of all signs erected on a lot in the MXB zone must not exceed two hundred fifty (250) square feet.
- ii. For a lot occupied by more than one (1) business/tenant, each building sign must be consistent and harmonious in terms of design, color, shape, size, style, material, and mounting with other such signs on the building or in the center.
- iii. In addition to the principal sign color, up to two (2) additional accent colors, such as drop shadows or letter outlines may be included in the design.

2. *Freestanding signs.*

(a) Freestanding signs are allowed in the MXTD zone in accordance with the following:

- i. On a lot, one (1) freestanding sign is allowed for each frontage on a major arterial or business district street;
- ii. Such sign must not exceed a three (3) feet by eight (8) inches with a maximum height of six (6) feet;
- iii. Such sign must not use internal illumination;
- iv. Such sign must not have a separate supporting structure;
- v. Final location of such sign must be approved by the Director of the Department of Public Works, or their designee, to ensure that the sign does not obstruct the sight distance triangle; and
- vi. Freestanding signs may also be subject to the provisions of subsection 25.17.08.c for areas along Rockville Pike and Hungerford Drive.

(b) Freestanding signs are allowed in the MXCD, MXCT, MXB, and MXNC zones in accordance with the following:

- i. Freestanding signs erected on a lot with a single business/tenant must be counted as a portion of the total aggregate sign area allowed for that business/tenant. Freestanding

signs erected on a lot with more than one (1) business/tenant must not be counted in the aggregate sign area allowed for any individual business/tenant. Such signs must be in accordance with the following:

- A. One (1) freestanding sign for each lot. On lots larger than five (5) acres, one (1) freestanding sign shall be permitted on each public street frontage. Where more than one (1) freestanding sign is permitted, they must be erected at least one hundred (100) feet apart;
- B. Such signs must not exceed a maximum area of one hundred (100) square feet and a maximum height of twenty (20) feet, provided that the area of a freestanding sign must not exceed the aggregate sign area allowed for the premises as measured by the most proximate building wall;
- C. Such signs must not be closer than thirty (30) feet to any residential zone;

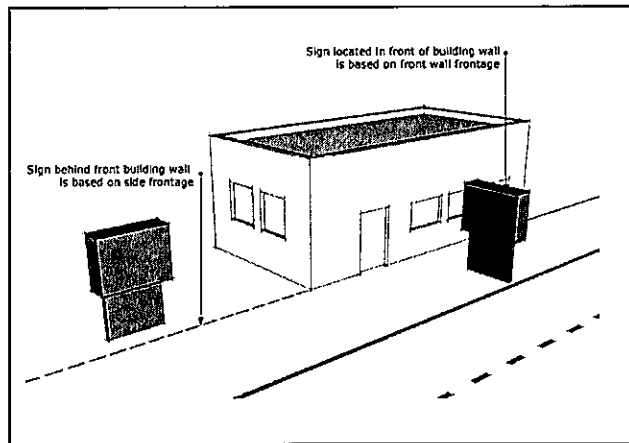


Figure 18.11 - Freestanding Signs

- D. A landscaped area must be provided at the base of the freestanding sign, with the landscaped area a minimum area of two (2) square feet for each square foot of sign area;
 - E. The design of the sign shall be compatible and harmonious with the sign plan and architecture for the entire building or lot; and
 - F. Freestanding signs are also subject to the provisions of subsection 25.17.08.c for areas along Rockville Pike or Hungerford Drive.
- (c) Freestanding signs are permitted in the MXE Zone in accordance with the following:
- i. Freestanding signs must be counted as a portion of the total aggregate sign area of the lot;
 - ii. One (1) freestanding sign for each lot not exceeding one hundred (100) square feet in area and not exceeding twenty (20) feet in height is allowed. Such sign must be located not less than fifty (50) feet from any lot line;
 - iii. In addition, lots which abut a limited access highway may have one (1) additional freestanding sign not exceeding fifty (50) square feet in area and not exceeding five (5) feet in height to be located at the principal point of ingress to such lot and not less than ten (10) feet from any lot line;

-
- iv. A landscaped area must be provided at the base of the freestanding sign. The landscaped area must be a minimum area of two (2) square feet for each square foot of sign area; and
 - v. Letters and graphics on such signs must not exceed six (6) inches in height.
3. *Directional signs.* Directional signs are allowed in accordance with the following:
- (a) The sign must not exceed three (3) square feet in area; and
 - (b) If freestanding, the sign must not exceed six (6) feet in height.
4. *Gasoline price signs.* Gasoline price signs required by state law for automobile filling stations may be freestanding or erected as a building sign. Any such sign or portion thereof that exceeds the minimum requirements of state law must be counted in the number, size, and total aggregate area for the business/tenant.
5. *Changeable copy signs.* Changeable copy signs are permitted. Such sign may be freestanding and must be counted in the number, size, and aggregate sign area allowed for the business/tenant.
6. *Temporary signs.* Temporary signs are allowed in the mixed-use transit district (MXTD), mixed-use corridor district (MXCD), mixed-use corridor transition (MXCT), mixed-use business district (MXB), mixed-use neighborhood commercial (MXNC), and mixed-use employment (MXE) zones in accordance with the following:
- (a) One (1) real estate sign is allowed per lot not exceeding forty-eight (48) square feet in area, and not more than twelve (12) feet in height if freestanding, or one (1) building sign not exceeding seventy-two (72) square feet in area if mounted at least seventy (70) feet above adjacent grade, in accordance with the following:
 - i. Such signs must not be illuminated;
 - ii. Such signs may be maintained for a period of two (2) years or until the building or lot is rented, leased, or sold, whichever occurs first. Signs must be removed within thirty (30) days after sale, lease, or rental. Signs installed for a two (2) year renewal period are limited to a maximum size of twenty-four (24) square feet; and
 - iii. Such signs must not be located within thirty (30) feet of a residential zone.
 - (b) One (1) sign may be erected along each side facing a public street during the period of construction with a total maximum sign area of two hundred (200) square feet for each side.
 - (c) Upon occupancy of a space by a business or tenant, banners, and displays not exceeding thirty-two (32) square feet in total area may be erected for up to sixty (60) consecutive days including days before or after actual occupancy date by the business or tenant. If the building has more than fifty (50) feet of linear frontage, the total area of the banner or display may be increased up to forty-eight (48) square feet.
 - (d) Temporary noncommercial signs are allowed in the MXTD, MXCD, MXNC, MXCT, MXB, and MXE zones in accordance with the provisions of subsection 25.18.14.a.4.(b).
7. *Portable signs.* One (1) small, portable sign may be allowed as follows:
- (a) The sign must be located within ten (10) feet of the front building entrance of the business and must not impede pedestrian movements;
 - (b) Each sign face cannot exceed six (6) square feet in area and be no taller than three (3) feet; and
 - (c) The sign can only be displayed when the business is open to the public.

(Ord. No. 29-09, § 18, 10-26-09; Ord. No. 15-12, 7-30-12; Ord. No. 8-14, § 1, 4-21-14; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.15. Reserved.

Editor's note(s)—Ord. No. 25-19, § 5, adopted October 21, 2019, repealed the former section 25.18.15 in its entirety, which pertained to election signs, and derived from Ord. No. 19-08, § 1, adopted December 15, 2008.

Sec. 25.18.16. Signs on public property and the public right-of-way.

- a. *Signs prohibited.* No sign is allowed on public property or within the public right-of-way unless specifically authorized or required by this Code.
- b. *Exceptions.* This section does not prohibit the erection or display of the following signs on public property or within the public right-of-way:
 1. Any sign required by a valid and applicable federal, state, or local law, ordinance, or regulation.
 2. Signs and other visual displays erected by, or at the direction of, federal, state, or local governmental or quasi-governmental agencies.
 3. Signs conforming to or required by the Manual of Uniform Traffic Control Devices, as published by the Federal Highway Administration from time to time under 23 Code of Federal Regulations, Part 655, Subpart.

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.17. Noncommercial signs in lieu of commercial signs.

Notwithstanding any provision of this article or chapter to the contrary, any sign allowed by this article or chapter to contain a commercial message may, in lieu thereof, contain a noncommercial message unrelated to the business, tenant, or entity located on the premises where the sign is erected, provided that the other criteria and regulations contained in this article and chapter have been satisfied, including but not limited to size, height, setback, location, duration, design, maintenance, and construction regulations and criteria.

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.18. Signs in planned development zones.

- a. Except as otherwise provided in this article 18, signs in any of the planned development zones as set forth in article 14 will be regulated based on the applicable designated equivalent zones described in each planned development.
- b. Notwithstanding the provisions of article 18, the following is specifically allowed in the PD-TS zone:
 - (a) Freestanding signs in accordance with the following:
 - i. One (1) off-premises sign per lot limited to thirty-five (35) square feet of sign area and twenty-five (25) feet in height.
 - ii. Up to eighteen (18) off-premises signs limited to four (4) square feet of sign area and ten (10) feet in height installed on existing light posts located on lots covered by and subject to a preliminary development plan.
- c. Notwithstanding the provisions of article 18, the following are specifically allowed in the planned development zones listed in subsections 25.14.07.c.1.(a), 25.14.07.c.2, and 25.14.07.c.3:

1. Freestanding signs in accordance with the following:

- (a) One (1) freestanding sign facing each public road bordering the project and designated as a major arterial roadway or limited access highway;
- (b) Each sign is limited to one hundred (100) square feet of sign area and twenty (20) feet in height;
- (c) Each sign must be located within the boundaries of the approved planned development;
- (d) Each sign must be located on a tract of land owned by the homeowner's association, civic association, or similar entity;
- (e) Each sign must be compatible and harmonious with the architectural style, character, materials, color, and details of the adjacent buildings and signs;
- (f) Such signs must not use internal illumination;
- (g) Except in the PD-TS zone, a landscaped area must be provided at the base of the sign, with the landscaped area a minimum of two (2) square feet for each square foot of sign area;
- (h) If the sign is a commercial sign, it must refer only to a tenant or tenants located within the boundaries of the approved planned development, it being expressly found and determined that such signs are necessary to identify the goods and services available in the planned development and, as regulated herein, do not create an unattractive nuisance in the manner of general off-premises advertising;
- (i) In the PD-CB zone, a sign must comply with the provisions contained in subsection 25.17.08.c.

2. Directional signs, in accordance with the following:

- (a) Signs must not exceed three (3) feet in square area; and
- (b) If freestanding, signs must not exceed six (6) feet in height.

(Ord. No. 7-11, § 18, 6-6-11; Ord. No. 15-12, 7-30-12; Ord. No. 16-12, 9-24-12; Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.18.19. Optional sign package.

- a. *Purpose.* The preceding requirement of this article 18 ensure that signs that meet certain minimum standards and are consistent with the character and quality of the built environment in the City of Rockville may be quickly approved and displayed. In some situations, alternative standards may contribute to a project's aesthetic qualities and enhance vehicular, bicycle, and pedestrian safety. The purpose of this section is to set forth an optional method for signage to be provided within larger-scale projects in certain areas in the city. Approval of an optional sign package pursuant to the standards of this section allows for consistent presentation of signage throughout larger-scale projects, flexibility to provide for unique environments, and more pre-approval of designs and design elements to make subsequent applications for sign permits more efficient.
- b. *Applicability.* To be eligible to apply for an optional sign package, the property or properties subject to an application must consist of: (i) development including buildings three (3) or more stories in height; and (ii) (a) be located within one or more of the MXTD, MXCD, or MXNC zones; (b) be located entirely within either the Town Center Performance District or the Twinbrook Metro Performance District; or (c) include ten (10) or more contiguous acres and be located entirely within the MXE zone.
- c. *Total sign area and location of signs.*

-
1. *Aggregate sign area.* The total aggregate area of freestanding and building signs that may be provided subject to an optional sign package must not exceed: two (2) square feet for each linear foot of exterior building wall enclosing any building with a non-residential use.
 2. *Location.* Freestanding or building signs may be erected anywhere within the area subject to an optional sign package, provided that such signs comply with the following:
 - (a) Signs may extend above roof level by no more than twenty-five (25) percent of the sign face area;
 - (b) Building signs may project up to forty-two (42) inches from the building face;
 - (c) Freestanding signs must not exceed two hundred (200) square feet or a height of twenty (20) feet;
 - (d) If the sign is a commercial sign, it must refer only to a tenant or tenants located within the area subject to an optional sign package; it being expressly found and determined that such signs are necessary to identify the goods and services available in the optional sign package area, and, as regulated herein, do not create an unattractive nuisance in the manner of general off-premises advertising;
 - (e) No freestanding signs are allowed within thirty (30) feet of any residential zone or residential equivalent zone;
 - (f) Signs along Rockville Pike or Hungerford Drive must comply with subsection 25.17.08.c.
 - d. *Directional signs.* Directional signs are allowed anywhere within an area subject to an application, provided that: (i) such signs must not exceed three (3) square feet in area; and (ii) if freestanding, the signs must not exceed six (6) feet in height. Directional signs do not count toward the aggregate sign limit and do not need to be included as part of an optional sign package application. A permit must be obtained prior to the erection or installation of a directional sign.
 - e. *Entrance signs.* One (1) permanent entrance sign is allowed for any principally residential building within an area subject to an application. The provisions set forth in section 25.18.11.1 apply to any such signs. Permanent entrance signs do not count toward the aggregate sign limit and do not need to be included as part of an optional sign package application. A permit must be obtained prior to the erection or installation of a permanent entrance sign.
 - f. *Submittal requirements.* Any person desiring an optional sign package must submit the following materials to the Chief of Zoning:
 1. A completed application on a form provided by the City;
 2. The application fee as determined by resolution of the Mayor and Council;
 3. A scaled drawing showing existing property lines, and existing and approved buildings (including dimensions of building/unit frontage and square footage for each building), lighting, and landscaping;
 4. Location, materials, and maximum area for each sign that each occupant will be allowed to display;
 5. Scaled, color elevations of the proposed signage with appropriate dimensions, including height, width, and depth drawing of the proposed signage;
 6. A calculation of the total amount of sign area for each structure, and for each lot as a whole; and
 7. Any other supplemental material reasonably necessary for the review of the permit request.
 - g. *Completeness review.* The Chief of Zoning will check each application submittal for its completeness and provide notification to the applicant of any deficiencies in the application within ten (10) days following receipt and review of the application. Upon the Chief of Zoning's determination that the application is

complete and receipt of all fees, the application will be reviewed by the Chief of Zoning for conformity with this section.

h. *Criteria for approval.* An optional sign package must meet the following criteria:

1. *Safety.* The proposed signs will not create a safety or security hazard to pedestrians, drivers, or the public, and not interfere with pedestrian and bicycle movements.
2. *Scale.* The proposed signs, both individually and in the aggregate, must be proportional to the building size and massing, relevant to both buildings within the area subject to the optional sign package and the neighborhood context.
3. *Architectural features.* The proposed signs must be compatible and harmonious with the architectural style, character, materials, color, and detail of adjacent buildings and signs.
4. *Compliance with size and location requirements.* The proposed signs must comply with the requirements set forth in subsection c.
5. *Lighting.* The proposed signs must comply with the illumination requirements of subsection 25.18.06.a.3.
6. *No prohibited signs.* The proposed signs must not include any signs prohibited by subsection 25.18.04.b., unless otherwise allowed by this section.

i. *Approval.* If the Chief of Zoning finds that the proposed optional sign package conforms with the criteria for approval set forth in this section, the Chief of Zoning must approve the optional sign package within sixty (60) days of the date the completed application and applicable fee were received. Any denial of an optional sign package application must be in writing and identify the aspects of the application that do not conform to the criteria for approval set forth in this section.

1. *Effect of approval.* Notwithstanding any other provision of this article 18, an approved optional sign package will govern the signage that is located within an area that is subject to an application. Prior to the erection of any signs implementing an optional sign package, an applicant must obtain a permit from the City of Rockville. All signs erected or maintained within the area subject to an optional sign package must conform at all times to the approved optional sign package. Any deviations from an approved optional sign package will be unlawful unless and until the approved optional sign package is revised, amended, and approved in accordance with this section.
2. *Expiration.* An approved optional sign package will expire one (1) year from the date of approval if no permits for allowed signs have been issued.
3. *Amendment.* Revisions or amendments to an approved optional sign package may be requested and approved in accordance with the procedure for new optional sign packages set forth in this section.
4. *Appeals.* Any applicant who is denied an optional sign package may file a written appeal to the Board of Appeals within ten (10) days following receipt of the written copy of the denial.

(Ord. No. 25-19, § 5, 10-21-19)

Sec. 25.03.02. Words and terms defined.

Sign means any structure which requires a permanent or temporary location, that has a visual display readable from a public right-of-way and is designed to identify, announce, direct, or inform.

1. *Sign, abandoned* means a sign which identifies a business, lessor, service, owner, product, or activity that is no longer located on the premises, or a sign for which no legal owner can be found. "Abandoned sign" also includes any permanent sign not properly maintained or operated for a period of six (6) months or longer, any temporary sign that has deteriorated, and any sign structure that no longer supports the sign for which it was designed. Permanent signs applicable to a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned unless the property, building, or space remains vacant for a period of six (6) months or more.
2. *Sign, building* means any sign mounted on a wall, window, marquee, fascia, mansard, canopy, or parapet of a building.
3. *Sign, commercial* means a sign that directly or indirectly names, advertises, or calls attention to a product, commodity, service, sale, sales event, activity, entertainment, or other commercial activity.
4. *Sign, directional* means a sign reasonably necessary for the safe and efficient circulation of pedestrian or vehicular traffic within a given parcel or among a number of parcels, which may be freestanding or attached to a building.
5. *Sign, freestanding* means a sign, not including a flag, supported from the ground and not attached to any building.
6. *Sign, noncommercial* means a sign that is not a commercial sign.
7. *Sign, nonconforming* means any sign that does not conform to the provisions of this chapter, but was placed or constructed in accordance with City ordinances existing at the time of its placement or construction.
8. *Sign, off-premises* means a sign that directs attention to a building, product, business, organization, service, entertainment, commodity, accommodations, activity, or institution that is not located, conducted, sold, rented, produced, manufactured, and/or furnished on the same lot as the sign.
 - (a) Off-premises signs include, but are not limited to, signs commonly referred to as "billboards."
 - (b) Off-premises sign does not include noncommercial signs that comply with all other requirements of this chapter.
9. *Sign, permanent* means a sign that is constructed in a manner and of materials that will withstand long-term display and is intended to be displayed for an indefinite period of time.
10. *Sign, portable* means any sign not permanently attached to the ground.
11. *Sign, real estate* means a temporary sign displayed during the time the real property on which the sign is located is offered for sale, rental, or lease.
12. *Sign, temporary* means a non-permanent sign constructed of durable, semi-durable, or non-durable material not intended to be displayed for an indefinite period.
13. *Sign, vehicular* means a commercial sign which is attached to, mounted, pasted, painted, or drawn on a vehicle and covers more than four (4) square feet on any side of the vehicle.

-
14. *Sign, yard sale* means any onsite temporary sign displayed on a lot during the time period in which a yard sale, garage sale, lawn sale, home sale, estate sale, attic sale, moving sale, rummage sale, or any other type of similar sale occurs on the lot.

Sign face means the entire surface area of a sign upon, against or through which copy is placed, and does not include a sign's supporting elements or structure.

Sec. 25.14.07. Planned development zones.

Sec. 25.14.08. PD-RS (Rockshire).

- a. *Exploratory application approved.* The PD-RS zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 21-66 on March 7, 1966, as may be amended.
- b. *Designated equivalent zones.*
 - 1. Designated equivalent zone (commercial development areas only): Mixed-Use Neighborhood Center (MXC).
 - 2. Designated equivalent residential zones:
 - (a) Single unit residential detached areas: R-60.
 - (b) Single unit residential attached areas: RMD-10.

Sec. 25.14.09. PD-FM (Fallsmead).

- a. *Planned residential unit approved.* The PD-FM zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 2-66 on January 3, 1966, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone: R-60.

Sec. 25.14.10. PD-FM2 (Fallsmead 2).

- a. *Planned development approved.* The PD-FM2 zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 17-81 on June 29, 1981, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone: R-60.

Sec. 25.14.11. PD-FB (Fallsbend).

- a. *Planned development approved.* The PD-FB zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 12-80 on May 12, 1980, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone: R-60.

Sec. 25.14.12. PD-CH (Carter Hill).

- a. *Planned development approved.* The PD-CH zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 48-69 on August 4, 1969, as may be amended.
- b. *Designated equivalent residential zones.*
 - 1. Single unit detached residential areas: R-60.
 - 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.13. PD-BA (Barnside Acres).

- a. *Planned development approved.* The PD-BA zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 42-73 on September 10, 1973, as may be amended.
- b. *Designated equivalent residential zones.*
 - 1. Single unit detached residential areas: R-60.
 - 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.14. PD-FL (Flint Ledge Estates).

- a. *Planned development approved.* The PD-FL zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 13-81 on June 1, 1981, as may be amended.
- b. *Designated equivalent residential zones.*
 - 1. Single unit detached residential areas: R-60.
 - 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.15. PD-RH (Rose Hill).

- a. *Planned development approved.* The PD-RH zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 32-97 on December 8, 1997, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone: R-60.

Sec. 25.14.16. PD-RHF (Rose Hill Falls).

- a. *Planned development approved.* The PD-RHF zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 3-90 on January 23, 1990, as may be amended.
- b. *Designated equivalent residential zones.*
 - 1. Single unit detached residential areas: R-60.
 - 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.17. PD-BU (Buckingham Property).

- a. *Planned development approved.* The PD-BU zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 19-02 on October 14, 2002.
- b. *Designated equivalent zone.* Designated equivalent residential zone: R-90.

Sec. 25.14.18. PD-CL (Chestnut Lodge).

- a. *Planned development approved.* The PD-CL zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 3-06 on February 6, 2006, as may be amended.
- b. *Designated equivalent zones.*
 - 1. Single unit detached residential areas: R-90.

-
2. Historic Lodge: RMD-15.

Sec. 25.14.19. PD-NMC (New Mark Commons).

- a. *Planned development approved.* The PD-NM zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 4-66 on January 10, 1966, as may be amended.
- b. *Designated equivalent zones.*
 1. Single unit detached residential areas: R-60.
 2. Single unit attached residential areas: RMD-10.

(Ord. No. 8-14, § 1, 4-21-14)

Editor's note(s)—Ord. No. 8-14, § 1, adopted April 21, 2014, changed the title of section 25.14.19 from "PD-NM (New Mark Commons)" to "PD-NMC (New Mark Commons)."

Sec. 25.14.20. PD-DF (Dawson Farm).

- a. *Planned development approved.* The PD-DF zone is regulated in accordance with the exploratory application (PRU-14-79) approved by the Mayor and Council by Resolution No. 7-80 on April 21, 1980, as may be amended.
- b. *Designated equivalent zones.*
 1. Single unit detached residential areas: R-60.
 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.21. PD-MH (Meadow Hall).

- a. *Planned development approved.* The PD-MH zone is regulated in accordance with the exploratory application (PRU-1-65) approved by the Mayor and Council by Resolution No. 62-65 on August 23, 1965, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone: RMD-10.

Sec. 25.14.22. PD-RF (Redgate Farm).

- a. *Planned development approved.* The PD-RF zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 14-67 on March 13, 1967, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent residential zone:
 1. Single unit attached residential areas: R-60
 2. Single unit attached residential areas: RMD-10.

Sec. 25.14.23. PD-LG (Legacy at Lincoln Park).

- a. *Planned development approved.* The PD-LG zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 3-05 on January 10, 2005, as may be amended.
- b. *Designated equivalent zones.* Designated equivalent zone:
 1. Single unit attached residential areas: R-60.

-
2. Single unit attached residential areas: RMD-10.

Sec. 25.14.24. PD-KF (King Farm).

- a. *Planned development approved.* The PD-KF zone is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 10-96 on July 8, 1996, as may be amended.
- b. *Designated equivalent zones.* Designated equivalent zones:
 1. For areas developed with office and institutional uses: Mixed-Use Employment Zone (MXE);
 2. For areas developed with multi-unit residential dwellings: RMD-25 Zone;
 3. For areas developed with single-unit attached or townhouse dwellings: RMD-10;
 4. For areas developed with single-unit detached residential dwellings: R-60; and
 5. For areas developed with retail commercial uses: Mixed-Use Neighborhood Commercial Zone (MXNC).

Sec. 25.14.25. PD-FG (Fallsgrove).

- a. *Planned development approved.* The PD-FG (Fallsgrove) zone is regulated in accordance with the concept plan approved by the Mayor and Council by Resolution 1-00 on February 22, 2000 and amended by Resolution No. 21-05 on August 1, 2005, as may be amended.
- b. *Designated equivalent zones.* Designated equivalent zones:
 1. For areas developed with office and institutional uses: Mixed-Use Employment Zone (MXE);
 2. For areas development with multi-unit residential dwellings: RMD-25 Zone;
 3. For areas developed with single-unit attached and townhouse dwellings: RMD-10;
 4. For areas developed with single-unit detached dwellings: R-60; and
 5. For areas developed with retail commercial uses: Mixed-Use Neighborhood Commercial Zone (MXNC).

Sec. 25.14.26. PD-UR (Upper Rock).

- a. *Planned development approved.* The PD-UR zone is regulated in accordance with the preliminary development plan approved by the Mayor and Council by Resolution No. 14-05 on May 23, 2005, as may be amended.
- b. *Designated equivalent zones.* Designated equivalent zone: Mixed-Use Employment Zone (MXE).
- c. *[Development standards.]* Development standards shall be those approved by the Mayor and Council as set forth in the resolution and as shown on the preliminary development plan (PDP), notwithstanding any contrary development standard for the I-3 optional method of development in effect at the time of the adoption of the resolution. Minimum building setbacks for streets internal to the preliminary development plan area are as set forth in exhibit 4 to the PDP resolution, as may be amended. No setbacks are required from lot lines or property lines that are not external boundaries of the PDP area. There are no standards for minimum lot size and minimum lot width for record lots, provided that they conform to the blocks shown in the approved PDP. Any lot platted as an ownership lot may be re-platted as a record lot.

(Ord. No. 8-14, § 1, 4-21-14)

Sec. 25.14.27. PD-TO (Tower Oaks).

- a. *Planned development approved.* The PD-TO zone is regulated in accordance with the concept plan approved by the Mayor and Council by Resolution No. 25-87 on October 12, 1987, as amended by Resolution No. 21-93 (approved September 27, 1993), and as further amended by Resolution No. 1-01 (approved January 8, 2001), as may be amended.
- b. *Designated equivalent zones.* Designated equivalent zones:
 - 1. For areas developed with office and institutional uses: Mixed-Use Employment Zone (MXE);
 - 2. For areas developed with multi-unit residential dwellings: RMD-25 Zone;
 - 3. For areas developed with single-unit attached and townhouse dwellings: RMD-10; and
 - 4. For areas developed with retail commercial uses: Mixed-Use Neighborhood Commercial Zone (MXNC).

Sec. 25.14.28. PD-KSI (KSI Apartments).

- a. *Planned development approved.* The PD-KSI zone is regulated in accordance with the preliminary development plan approved by the Planning Commission on July 14, 2004, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Transit District Zone (MXTD).

Sec. 25.14.29. PD-RCI (Rockville Center, Inc.).

- a. *Planned development approved.* The PD-RCI zone is regulated in accordance with the amended preliminary development plan approved by the Mayor and Council by Resolution No. 10-05 on May 2, 2005, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Transit District Zone (MXTD).

Sec. 25.14.30. PD-TC (Twinbrook Commons).

- a. *Planned development approved.* The PD-TC zone is regulated in accordance with the preliminary development plan approved by the Mayor and Council by Resolution No. 9-05 on April 4, 2005, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Transit District Zone (MXTD).

Sec. 25.14.31. PD-TS (Town Square).

- a. *Planned development approved.* The PD-TS Zone is regulated in accordance with the preliminary development plan approved by the Planning Commission on August 6, 2003, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Transit District Zone (MXTD).

Sec. 25.14.32. PD-SG (Shady Grove).

- a. *Planned development approved.* The PD-SG is regulated in accordance with the exploratory application approved by the Mayor and Council by Resolution No. 4-98 on February 9, 1998.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Employment Zone (MXE).

Sec. 25.14.33. PD-MC (Metro Center).

- a. *Planned development approved.* The PD-MC Zone is regulated in accordance with the preliminary development plan approved by the Mayor and Council by Resolution No. 5-05 on March 7, 2005, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Transit District Zone (MXTD).

Sec. 25.14.34. PD-CB (Champion Billiards).

- a. *Planned development approved.* The PD-CB zone is regulated in accordance with the preliminary development plan approved by the Mayor and Council by Resolution No. 14-06 on October 23, 2006, as may be amended.
- b. *Designated equivalent zone.* Designated equivalent zone: Mixed-Use Corridor District Zone (MXCD).

Signs

Signs are regulated in accordance with the sign provisions contained in the City's Zoning Ordinance.

For your convenience, included with this packet are:

1. Article 18 of the Zoning Ordinance – Signs
2. Definition of “Sign” from Section 25.03.02 of the Zoning Ordinance
3. Planned Development Equivalent Zones as contained in Section 25.14.07 of the Zoning ordinance.

The City of Rockville Zoning Ordinance (Chapter 25 of the Rockville City Code) can be found on the City's website at:

<https://rockvillemd.gov/124/City-Code-Charter>